DOCUMENT RESUME

ED 188 642   IR 008 526

AUTHOR   Grimm, Emily: And Others
TITLE   Report of Subcommittee 2 on AACR2 of the Committee to Study the Future of the Card Catalog of the University of Cincinnati Library.
INSTITUTION   Cincinnati Univ., Ohio. Univ. Libraries.
PUB DATE   Dec 79
NOTE   112p.

EDRS PRICE   MF01/PC05 Plus Postage.
DESCRIPTORS   Academic Libraries: *Cataloging: Classification: Higher Education: *Library Catalogs: Library Materials: Library Technical Processes: Problems
IDENTIFIERS   *Anglo American Cataloging Rules

ABSTRACT

The result of a study which compared the Anglo-American Cataloging Rules, 2d edition (AACR2), with current cataloging practices at the University of Cincinnati libraries, this report contains chapter-by-chapter commentary on the following areas: the cataloging philosophy of AACR2: general rules for description: books, pamphlets, and printed sheets: cartographic materials: manuscripts, including manuscript collections: music: sound recordings: motion pictures and videorecordings: graphic materials: machine-readable data files: 3-dimensional artifacts and realia: microforms: serials: analysis of bibliographic materials: headings, uniform titles, and references: choice of access points: headings for persons: geographic names: headings for corporate bodies: uniform titles: references: and appendices. Examples of bibliographic records are provided, and the appendix includes a guide to microforms. (FM)

****
*   Reproductions supplied by EDRS are the best that can be made   *
*   from the original document.   *
****

ED188642

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

REPORT
OF
SUBCOMMITTEE 2 ON AACR2
OF
THE COMMITTEE TO STUDY THE FUTURE OF THE CARD CATALOG
OF THE UNIVERSITY OF CINCINNATI LIBRARY

Subcommittee Members:

Emily Grimm
Elaine McPheron
Cathy Reece
Les Vuylsteke, Chair
Jean Wellington

Revised preliminary edition

University of Cincinnati Library
Cincinnati, Ohio
December 1979

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Eleanor L. Heishman

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

IR008526

Addenda/Corrigenda

Page 6

line 21	for "at the Library" read "at the Library of Congress"

Page 7

line 28	for "position" read "position paper"
line 36	for "cataloging" read "cataloging codes"

Page 22

3.1E1	Other title information See comments under 1.1E5 in this report.

Page 23

3.5D5	Option: To add dimensions of container Decision: Not recommended Reason: Items preferably are removed from container

Page 33

7.4G1	Recording manufacturer information when publisher is unknown Comment: useful for identification of item

Page 36

8.5E1	Other title information See comments under 1.1E5 in this report

Page 44

12.1E1	Other title information See comments under 1.1E5 in this report

Page 56

21.36C2- 21.36C5	Option: Adding appropriate legal designation to heading Decision: Not recommended. Reasons: See comments under 21.0D in this report.

Page 65

24.3A foot note 8	Alternative rule: Use name in language familiar to catalog users. Decision: Not recommended. Reason: Using such forms would interfere with contributions to international cataloging Library of Congress will not follow this alternative rule.

CONTENTS

2 Acknowledgements

3 Summary

5 Introduction

9 Commentary on AACR2

- 9 Chapter 0 Introduction to Part I: Description
- 10 Chapter 1 General Rules for Description
- 19 Chapter 2 Books, Pamphlets, and Printed Sheets
- 22 Chapter 3 Cartographic Materials
- 24 Chapter 4 Manuscripts (Including Manuscript Collections)
- 26 Chapter 5 Music
- 28 Chapter 6 Sound Recordings
- 32 Chapter 7 Motion Pictures and Videorecordings
- 35 Chapter 8 Graphic Materials
- 37 Chapter 9 Machine-Readable Data Files
- 39 Chapter 10 Three-Dimensional Artefacts and Realia
- 41 Chapter 11 Microforms
- 44 Chapter 12 Serials
- 47 Chapter 13 Analysis
- 48 Chapter 20 Introduction to Part II: Headings, Uniform Titles and References
- 48 Chapter 21 Choice of Access Points
- 58 Chapter 22 Headings for Persons
- 62 Chapter 23 Geographic Names
- 64 Chapter 24 Headings for Corporate Bodies
- 67 Chapter 25 Uniform Titles
- 82 Chapter 26 References
- 85 Appendices

86 Examples of Bibliographic Records

108 Appendix

ACKNOWLEDGMENTS

The subcommittee consulted with the following persons for guidance in selecting options and in noting changes in rules in AACR2:

Koko Aka, Cataloger
Elizabeth Byrne, Head, Design-Architecture-Art Library
Dick Hataway, Supervisor, Instructional Media Center
Ann Hess, Record Librarian, College-Conservatory of Music Library
Jean Johns, Periodicals-Microforms Librarian
Robert Johnson, Head, College-Conservatory of Music Library
Mark Kovacic, Assistant Head, Acquisitions Dept.
Gary Lare, Head, Curriculum Resources Center
Berniece Reichwein, Cataloger
Carol Sena, Cataloger
Rich Spohn, Head, Geology Library
Alice Vestal, Head, Special Collections Dept.
Mary Zimmerman, Cataloger

At various stages of the subcommittee's work, the following persons also assisted and all are herewith heartily thanked:

Anita Banks, Kathy Deeds, Eleanor Heishman, Jim Lied, Joanne Mayfield, Patricia Rine, Debbie Ross, and Lien Tan.

With submission of this report, the subcommittee requests that it be dissolved.

Respectfully,

Emily Grimm
Reference Librarian

Elaine McPheron
Reference Instruction Librarian

Cathy Reece
Head, OCLC/LC Cataloging Unit
Cataloging Dept.

Les Vuylsteke
Serials/Special Projects Cataloger

Jean S. Wellington
Head, Classics Library

SUMMARY

1. What is AACR2?

AACR2 is an abbreviation for Anglo-American Cataloguing Rules, second edition, a book 620 pages long, published in late 1978 in hardback, paperback and looseleaf. It was prepared by the American Library Association, the British Library, the Canadian Committee on Cataloguing, the Library Association (of Great Britain), and the Library of Congress, and edited by Michael Gorman and Paul W. Winkler.

It is the latest in a long line of cataloging codes--manuals for describing items and for formulating the name and title headings that serve as main and added entries (or access points or index words) in a catalog.

It is not a comprehensive manual for creating a complete cataloging record. Specifically, it deals only with descriptive cataloging, not with assigning subject headings or call numbers, nor with tagging and entering information into a computerized catalog such as the OCLC system now in use at the University of Cincinnati Library.

2. How will AACR2 affect current cataloging practices?

* Different categories of materials will be cataloged in varying degrees of detail. For example, microforms may be described very briefly, but sound recordings may be described very extensively.

* The order of elements and associated punctuation in catalog entries will differ.

* More works will have main entry under title, and fewer under corporate body.

* Two different works by the same person or corporate body may be entered under different headings (but not very often).

* More cross-references will be made to link different names used for the same person or corporate body e.g.: Creasey, John
see also
Ashe, Gordon

* More added entries will be made than in the past.

* The form (the wording) of main and added entries will be different from the present. Changes in forms of entries affect filing: potential conflicts between current forms and AACR2 forms have caused some libraries to consider closing or freezing their current catalogs and starting a new catalog. Examples of changes:

Current Heading	New Heading
Buonarroti, Michel Angelo, 1475-1564.	Michelangelo.
Eliot, Thomas Stearns, 1888-1965.	Eliot, T. S. (Thomas Stearns)
Cincinnati. University.	University of Cincinnati

* Some headings long used in library catalogs have been discontinued because they are not true author headings e.g.: United States. Laws, statutes, etc.
Catholic Church. Liturgy and ritual.

* New uniform titles will, quite literally, not be uniform with established uniform titles.

3. When will the University of Cincinnati Library begin to use AACR2?

The subcommittee recommends following the Library of Congress decision--January 2, 1981, for most materials. For non-book materials, an earlier date is appropriate, if permitted by OCLC, inc.

4. What effect does adoption of AACR2 by the Library of Congress have on the University of Cincinnati Library?

Cataloging for at least a majority of titles acquired by U.C. is available from the Library of Congress, via the National Union Catalog and the OCLC system. We save money and processing time by conforming with the Library of Congress, so whatever LC does affects over half of our work.

5. Then what is the role of OCLC in adopting AACR2?

The University of Cincinnati belongs to OCLC and is required to conform to its network standards for inputting information into the cataloging database. Also, most of the titles acquired by U.C. that have not yet been cataloged by LC have been cataloged by another member library of OCLC. Therefore, U.C. must keep in line with the network demands.

If U.C. were to drop out of OCLC, it would probably have to join another network in order to have access to cataloging from LC and other libraries.

The subcommittee attempted to find out what networking standards exist for OCLC regarding AACR2, but as of September 1979, this information is very tentative. As for what other networks are planning, almost nothing was discovered.

INTRODUCTION

The Anglo-American Cataloguing Rules, second edition (called AACR 2), published in December 1978 and scheduled for adoption by the Library of Congress on January 2, 1981, was written by the Joint Steering Committee (JSC), which was funded specifically for the purpose of amending the Anglo-American Cataloguing Rules of 1967. The committee attempted to bring cataloging rules into conformity with current cataloging theory, particularly the International Standard Bibliographic Description (ISBD), which was designed to facilitate international exchange of bibliographic information. Furthermore, JSC attempted to reconcile in a single text the variant British and North American editions of AACR and to rectify the major faults of AACR: (1) insufficient regard to the principles of authorship (notably the Paris Principles of 1961*), (2) an excess of special rules, particularly in the area of corporately authored publications and serials, and (3) short shrift given to non-book materials, both in bibliographic description and in choice of entry. Other weaknesses of AACR were also addressed: (1) the lack of sufficient and varied examples in AACR, (2) the sexist and racist language in AACR, (3) internal inconsistencies and lacunae in the rules, (4) the inadequacy of the index.

The Joint Steering Committee surveyed the library community throughout the Anglo-American countries and beyond for suggested improvements to the cataloging code, many of which suggestions had already been made by the Library of Congress and were apparent in LC's interpretations of AACR. All these suggestions were examined between March 1974 and August 1977, and new rules were written, voted upon by various organizations, and finally edited for publication. Michael Gorman, co-editor of AACR 2, insists that AACR 2 is indeed a mere revamping, a mere edition of AACR.

AACR 2 calls for such major changes in the wording of headings (or access points) that libraries across North America have gone into a tail spin over what the future holds for their card catalogs. Reports predicting conflicts between AACR 2 headings and headings used in current catalogs (dating from rules in the 1908 code, the 1949 code, the 1967 AACR, and the modifications to AACR announced by the Library of Congress and published as revised chapters of AACR in 1974, 1975 and 1976) have ranged from 49% down to 11%. In light of such massive changes in headings, libraries throughout the continent began moving in 1978 and 1979 towards either closing or freezing their card catalogs.

Early on--to be exact, 16 October 1978--even before AACR 2 was published, Vice Provost Hal B. Schell appointed a "Committee to Study the Future of the Card Catalog at the University of Cincinnati Library." After months of preliminary study and discussion, the committee, chaired by Patricia Rine, Head of the Cataloging Department, set up three subcommittees: one to study the current status of the card catalogs at the University of Cincinnati libraries, a second to study AACR 2, and a third to design the future catalog.

---

*International Conference on Cataloguing Principles, Paris, 1961. Report. (London: International Federation of Library Associations, 1963), p. 91-96. Also, Library Resources and Technical Services, v. 6 (1962), p. 162-167.

Subcommittee 2 consisted of Emily Grimm, Elaine McPheron, Cathelene V. Reece, Leslie Vuylsteke, and Jean Susorney Wellington. Their charge was the following, dated 14 May 1979:

> The subcommittee's charge is essentially to recommend a local policy for descriptive cataloging based upon the Anglo-American Cataloguing Rules, 2d edition (AACR 2) and to devise a plan for implementing that policy. The subcommittee will study the code in detail, compare its provisions with current practice, consider how the code is being adopted by the Library of Congress and OCLC and what network standards will result, and recommend which options should be followed. Particular attention will be given to AACR 2 provisions for cataloging maps, audio-visual materials, and such uncataloged items as microforms and the anonymous poetry pamphlet collection. In addition, the subcommittee will draw up a plan and timetable for staff retraining in anticipation of adoption of the code.

Studying the code in detail, the subcommittee compared new rules with current practice and recommended which options specified in the rules should be followed by U.C. Library. The substance of that study appears in this report as a chapter-by-chapter commentary upon AACR 2. Additionally, the following general remarks about AACR 2 emerged:

1. This code is still a pre-machine-age cataloging code. It does not address at all the actual records now being created at the Library and throughout North America using machine-readable tapes (Machine-Readable Cataloging, or MARC). The University of Cincinnati Library was an original participant in the Ohio College Library Center, now re-incorporated as OCLC, inc., whose cataloging system was based upon the MARC tapes available from the Library of Congress. OCLC has built and expanded upon that base for nine years. U.C. has contributed to and derived from this database for its cataloging and frankly designed all its cataloging operations around, via, and on top of the OCLC system.

   AACR 2 does not address the formulation of these machine-based cataloging records, their completeness, their tagging, etc. It gives only those rules for formulating bibliographical descriptions and author and title access points in the way that these elements have since the beginning of the 20th century traditionally appeared on 3"x 5" catalog cards with a hole in the bottom center. In other words, AACR 2 deals with only a part of the cataloging process--and with the "old-fashioned" part, at that.

   Michael Gorman, co-editor of AACR 2, predicts that the next cataloging code will contain such directions as: "Enter the imprint in field 260." That will be a machine-based cataloging code.

2. Like previous cataloging codes, AACR 2 deals only with descriptive cataloging, not with subject analysis (the assignment of subject headings and classification numbers).

3. AACR 2 is organized so that it follows the process of cataloging in a logical way: first, deciding how much information should be recorded, then describing an item, then determining which access points to the description are needed, and finally formulating the headings or access points and making references from the alternatives not used. The code is written clearly and concisely. It eschews racist and sexist language, has a wealth of examples that are illustrative but not prescriptive, and has a detailed index.

4. AACR 2 contains some options for choice of entry and form of entry, but particularly a huge number of options for bibliographical description, ranging in detail from stark to filligreed. The code was written with these options in order to accommodate the varying needs of different types of libraries, from 500-title school libraries to research collections of over 10 million titles. The range of options available means, however, that each library must develop its own policy for records that it creates itself and for records that it accepts, through networking such as OCLC, from other libraries.

Actual adoption of AACR 2 by the University of Cincinnati Library will not occur in a vacuum. Cooperative cataloging has long been dependent upon the Library of Congress, ever since the appearance of the printed catalog card available for sale by LC in 1901. Participation in OCLC has made U.C. Library even more tied into a system, a network, an interdependency with other libraries across the land. The subcommittee has attempted to keep abreast, therefore, of how the Library of Congress is interpreting AACR 2 and which options it plans to follow. Additionally, the subcommittee, through a privileged source of information (Patricia Rine, member of the OCLC Cataloging Advisory Committee), has attempted to discover how OCLC will provide leadership or support for libraries as they adopt AACR 2.

Statements in this report about what the Library of Congress will do are based on its decisions published in the Library of Congress Information Bulletin for July 21, 1978, covering AACR 2 chapters 1, 2, 12, and 21 through 26, and on its tentative decisions in an unpublished, undated statement that originated in July 1979 in the office of the Director for Cataloguing (Ms. Lucia Rather).

Statements in this report about what OCLC will do are based on unpublished reports dated August 17, 1979. OCLC, as of this writing, is preparing a position for the Council on Library Resources due October 10, 1979.

Inasmuch as the intentions of LC and OCLC are still not completely known, the commentary in this report on the substance of AACR 2 should be kept up to date by either the Committee on the Future of the Card Catalog or the Cataloging Department, which can use the information to formulate its policy for descriptive cataloging.

The subcommittee recognizes that the rules in AACR 2 for cataloging maps and audio-visual materials are superior to all previous cataloging. The subcommittee consulted with Rich Spohn, Head of the Geology Library, and Dick Hataway, Supervisor of the Instructional Media Center for recommendations regarding these materials. As soon as any cataloging of these materials is undertaken, it should be according to AACR 2 rules rather than the existing cataloging code. Gary Lare stated that many AACR 2 provisions are similar to what is already being done in the Curriculum Resources Center. For a further detailed coverage of these areas, see the comments under chapters 3 and 6 through 10 in this report.

Uncataloged collections such as microform sets (or groups of microform titles assembled for sale by a publisher) and the extensive anonymous poetry pamphlet collection at the University of Cincinnati could be cataloged according to various provisions in AACR 2, particularly by taking advantage of the levels of detail in cataloging and the chapter on analysis. See comments under chapters 0 (zero) and 13 in this report.

In fulfillment of its charge, it remains for the subcommittee to propose the following plan for introducing AACR 2 to the U.C. Library staff:

mid-November 1979	a workshop on AACR 2 sponsored by the Greater Cincinnati Library Consortium, led by Emily Grimm and Les Vuylsteke. (The U.C. Library will designate only a few representatives to attend this workshop).
December 1979	a workshop on AACR 2 with specific application to U.C., led by Emily Grimm and Les Vuylsteke. (For all interested U.C. Library employees; an outgrowth of this report and the November GCLC workshop.)
June 1980	an AACR 2 trainers conference on the topic of "Application of AACR 2 at the Library of Congress," held in conjunction with the American Library Association annual convention in New York City. (Attended by designated U.C. librarians.)
August 1980	training of Cataloging Dept. personnel begins. The enclosed commentary, kept up-to-date, should serve as a basic tool in this training.
December 1980	training and orientation to expected changes begins for other library departments.
January 2, 1981	cataloging all materials using AACR 2 begins.

COMMENTARY ON AACR2

CHAPTER 0 GENERAL INTRODUCTION

Summary

This part of Chapter 0 discusses the cataloging philosophy upon which AACR2 is predicated. There are several significant changes from both AACR1 and earlier cataloging codes. First, the new code discusses the rules for description of the physical object before the rules for choice and form of access points (main and added entries). It is believed that this order follows current cataloging practice. Secondly, AACR2 provides for more, and more prominently displayed alternative or optional rules. Provision is also made for both case by case, as well as policy options (that are either always or never applied). In addition, phrases like "if important," "stated prominently," etc. allow for greater judgment and interpretation by the cataloger on what is needed for a particular library's catalog. Decisions of national cataloging agencies like LC and regional networks like OCLC, however, will have practical implications on what options/alternatives the University of Cincinnati will use in its catalog. Finally, the examples given to illustrate the rules are meant to be illustrative rather than prescriptive of the exact form to be used in following a particular rule. Exceptions to this practice are noted.

The Subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules:

0.6 Structure of Entries. Distinguishing headings and/or uniform titles from the descriptive data.

Option a: To separate headings and/or uniform titles by using separate lines.
Option b: To separate them by using a full stop and spaces.
Decision: Option a is recommended.

When an entry begins with a title as the first element of the description:

Option a: To repeat title proper on a separate line above the description.
Option b: To begin the entry with the description without repeating the title proper.
Decision: Option b is recommended.

CHAPTER 0 INTRODUCTION TO DESCRIPTION

Summary

The rules for description follow the data elements order and punctuation of the General International Standard Bibliographic Description (ISBD (G)). The structure of Part I consists of basic rules of description applicable to all library materials followed by rules for describing specific types of library materials. Provision has also been made for both more examples and more detailed instructions on cataloging non-book materials.

The numbering system starts over with each chapter so that it becomes mnemonic since the elements of description are treated in the same order in each chapter with rules not applicable being omitted in the numbering. For example, 1.4 deals with place of publication in general; 2.4C, place of publication, etc. for books; and 3.4C, place of publication, etc. for cartographic materials, etc.

In using Part I, the description of physical item should follow the chapter dealing with that class of materials. For example, a microform copy of a book should be described using the chapter relating to microforms (Chapter 11) with the chapter books (Chapter 2) used as a supplement. Within a chapter about a particular physical form, referral is made to the basic rules of description as needed. AACR2 also provides for three levels of bibliographic description in order to allow for a flexible cataloging policy for various types of libraries.

Finally, all rules for notes are to be considered optional, and not necessarily dependent upon the choice of bibliographic description selected. The choice of which notes to use will depend upon the individual item being described in the entry. In some cases, the Subcommittee has recommended using or not using certain notes that are essential to cataloging a particular form, or too time consuming for the University of Cincinnati to apply.

The Subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules:

0.28 Metric vs nonmetric measurements. Not all measurments given in Part I are metric. Decision to use metric or nonmetric measurements is based upon the "normal" measurements used at this time in American, British, and Canadian libraries.

Option: Using metric measurements for all items if it is believed that metric measurements will become standard in time for the item in question or the rules are being used in a country where only metric measurements are employed.
Decision: Not recommended.
Reason: Materials such as slides are described by standard measurements in nonmetric form.

0.29 Levels of Bibliographic Description

Option: Choosing a single level for all items or choosing a level for each type of item.
Decision: level is recommended for each chapter depending upon the cataloging needs at UC for that physical form. The Subcommittee also advises that except for manuscripts, UC's minimum be level 1 plus place of publication, which is considered an essential bibliographic data element.

CHAPTER 1 GENERAL RULES FOR DESCRIPTION

Summary

As mentioned earlier, one of the major changes in AACR2 is the provision for varying levels of bibliographic description to meet the needs of both different forms of library materials and different types of libraries. These levels of description follow ISBD order of data elements and ISBD punctuation. While ISBD punctuation has been used in AACR1 since 1974, the display of cataloging on OCLC printed cards has followed traditional punctuation, for the most part, in catalog entries and has not included all the required ISBD punctuation. In addition, the rules for sources of information have been expanded upon and displayed in more graphic form in all chapters in a style similar to revised Chapter 6 of AACR1.

Finally, another important change is the addition of a General Material Description (GMD) which identifies the general category of material to which an item belongs, e.g. manuscript, sound recordings, etc. This GMD is displayed in a prominent position immediately following the title proper. List 2 is the one that is designed for American libraries.

The Subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules:

1.0 General Rules

1.0C Punctuation

Change: As noted above, AACR2 follows ISBD and AACR1 revised punctuation while OCLC display on printed cards uses only selected ISBD punctuation.

1.0D Levels of detail in description

The Subcommittee's recommended decision is for UC to decide bibliographic level on a chapter by chapter basis with level 1 plus place of publication being minimum level of description for all chapters except manuscripts.

1.0D1 First level of description

Level 1 cataloging is to be used for manuscripts only with qualification that more detailed cataloging can be used when necessary. Note that level 1 description does not include place of publication and that extent of item (collation) does not include other physical details and dimensions. Given below are the level 1 data elements with ISBD punctuation:

> Title proper / first statement of responsibility, if different from main entry heading in form or number or if there is no main entry heading. — Edition statement. — Material (or type of publication) specific details. — First publisher, etc., date of publication, etc. — Extent of item. — Note(s). — Standard number.

1.0D2 Second level of description

Level 2 plus additions, as stipulated in specific chapters, is recommended for all other chapters. Note that level 2 incorporates all elements of level 1 plus other physical details, dimensions, title of series, statement of responsibility of series, ISSN of series, numbering within series, title of subseries, and notes. Given below is an example of Level 2 data elements with ISBD punctuation:

> Title proper [general material designation] = parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility. — Edition statement / first statement of responsibility relating to the edition. — Material (or type of publication) specific details. — First place of publication, etc. : first publisher, etc., date of publication, etc. — Extent of item : other physical details ; dimensions. — (Title proper of series / statement of responsibility relating to series, ISSN of series ; numbering within the series. Title of subseries, ISSN of subseries ; numbering within subseries). — Note(s). — Standard number.

1.0D3 Third level of description

Note that level 3 description consists of all elements of level 2 plus all elements given in the rules that are applicable to the item being described. Since there is no chapter for which the Subcommittee has recommended using all elements in the rules, the maximum level of description recommended is level 2 plus additions specified in specific chapters.

Examples of the application of the three levels of bibliographic description are given below for the same title to illustrate the differences in levels:

level 1 of description

(with main and added entry indicated in traditional card format)

N.B. Rules for main and added entries are in AACR2 Part II chapter 21.

Massinger, Varda Lee Bates.
The history of Ohio. -- 2nd ed. -- Buckeye Press, 1989 [i.e. 1979], c 1978.
xvi, 583 p.
Cover title: A new history of Ohio
With, as issued: Whose history? / J. Farner Woodington
Bound with: Certain remarks upon Bates's History of Ohio. -- Cincinnati : [s.n.], 1979
ISBN 0-357-84392-1 (corrected)
I. Title. II. Title: A new history of Ohio.

level 2 of description

(with main and added entries indicated in traditional card format)

Massinger, Varda Lee Bates.
The history of Ohio / by Varda Lee Bates Massinger ; illustrated by Seth Oman ; maps by C. A. Wote. -- 2nd ed. / with a new introd. by J. T. Hamawan. -- Cleveland : Buckeye Press, 1989 [i.e. 1979], c1978.
xvi, 583 p. : ill. (some col.), maps ; 28 cm. -- (Know your land, ISSN 0307-9223 ; no. 23)

"Published for the Ohio History Society "
Cover title: A new history of Ohio
With, as issued: Whose history? / J. Farner Woodington

Bound with: Certain remarks upon Bates's History of Ohio. -- Cincinnati : [s.n.], 1979
ISBN 0-357-84392-1 (corrected)

I. Ohio History Society. II. Title. III. Title: A new history of Ohio. IV. Series.

level 3 of description

(with main and added entries indicated in traditional card format)

Massinger, Varda Lee Bates.

The history of Ohio / by Varda Lee Bates Massinger ; illustrated by Seth Oman ; maps by C. A. Wote. -- 2nd ed. / with a new introd. by J. T. Hamawan. -- Cleveland : Buckeye Press, 1989 [i.e. 1979], c1978.

xvi, 583 p. : ill. (some col.), maps ; 28 cm. -- (Know your land, ISSN 0307-9223 ; no. 23)

"Published for the Ohio History Society "

Introd. is a revision of Hamawan's Why are we here? -- Columbus, [s.n.], 1976

Chapter 2 ("Early history") is also in German.

Cover title: A new history of Ohio

Distributed by Cardinal Enterprises

Cassette tape, set of 28 color slides, 5 facsimile documents on parchment, and one fold. map inserted in back pocket

Previous edition issued in series: Do you know your land?

Intended audience: grades 9-12

Summary: Alternates diary entries by various ethnic persons (Native Americans, Germans, Blacks, and Asians) as revelatory of Ohio history from pre-Colum-

---

bian times to 1978

"O.H.S. 341 "

U.C. Library copy lacks cassette tape, set of 28 slides, 5 facsimile documents, and fold. map

With, as issued: Whose history? / J. Farner Woodington

Bound with: Certain remarks upon Bates's History of Ohio. -- Cincinnati : [s.n.], 1979

ISBN 0-357-84392-1 (corrected) : $19.95

I. Ohio History Society. II. Title. III. Title: A new history of Ohio. IV. Series.

1.1 Title and statement of responsibility area
1.1A Preliminary rule
1.1A1 Punctuation
Change: Punctuation for descriptive cataloging differs from revised 6 of AACR and from current U.C. practice

1.1C Optional addition: General material designation (GMD)
Decision: GMD's are recommended for all chapters except 2 (Books) and 5 (Music)
Reason: (1) GMD's are useful as early indicators of the medium of the work. (2) Catalog users generally expect items to be printed material unless otherwise alerted
Other specific material indicators appear in the physical extent of item area (collation) and notes. Specific recommendations and reasons will be given in each chapter.
LC will apply option for chapters 6-11 only. As of Sept. 1979, OCLC tentatively recommends applying option for chapters 2-11

1.1C4 Option: To use [kit] for item falling into two or more GMD categories
Decision: Recommended for all chapters
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC

1.1E Other title information
Option: Adding other title information in all other languages
Decision: Not recommended, except for Chapter 5 (Music)
Reason: This amount of detail is appropriate only to level 3 of description
Catalog users do not require this information to identify items
LC will apply option. As of Sept. 1979, OCLC has made no recommendation

1.2 Edition area
1.2B Edition statement
1.2B4 Option: To supply edition statement when none appears in item
Decision: Not recommended
Reason: This practice could cause bibliographical ghosts; such information is better given in a note
LC will not apply option. As of Sept. 1979, OCLC tentatively concurs with LC

1.4 Publication, distribution, etc. area
1.4C Place of publication, distribution, etc.
1.4C6 Name of country state or province used when city unknown
Change: In previous cataloging codes, only a city of publication could be recorded; otherwise, the place of publication was considered "unknown." Examples:

AACR	AACR revised chapter 6	AACR2
[n.p.] (meaning "no place")	[s.l.] (meaning *sine loco*)	[Ohio] (when only state is shown) or [U.S.] (when only country is known

1.4C7	Option: Giving full address for other than major publishers. Decision: Not recommended Reason: Information changes too rapidly to be useful in a bibliographical record LC will apply option when information is readily available. As of Sept. 1979, OCLC has made no recommendation
1.4E	Optional addition of statement of function of publisher, distributor, etc.
1.4E1	Adding distributor, etc. to name Decision: Recommended for all chapters except 3 (Cartographic Materials), 5 (Music) and 6 (Sound Recordings) Reason: Reasons are given in each chapter LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC
1.4F	Date of publication, distribution, etc.
1.4F5	Option: Adding latest copyright date if different from publication date. Decision: Recommended Reason: This information is important to user and for photoduplication. LC will apply option. As of Sept. 1979, OCLC has made no recommendation
1.4F8	Option: Giving opening and closing dates for multipart items Decision: Recommended Reason: Useful for acquisitions and users in general LC will apply option. As of Sept. 1979, OCLC has made no recommendation
1.4G	Place of manufacture, name of manufacturer, date of manufacture
1.4G4	Optional addition of name of manufacturer, etc. Decision: Not recommended except for chapter 3 (Cartographic Materials) and chapter 10 (Artefacts and Realia) Reason: This information is not usually needed, except for those materials LC will apply the option. As of Sept. 1979, OCLC has made no recommendation
1.5	Physical description area
1.5A	Preliminary rule
1.5A3	Option: To note other formats available Decision: Not recommended Reason: User would be misled into seeking items not actually available in U.C. Library LC will apply option. As of Sept. 1979, OCLC has made no recommendation
1.5E	Accompanying material
1.5E1	Option: To give detailed physical extent of accompanying material Decision: Prefer ways a, b, or c, or d without option Reason: If an item is sufficiently important to merit detailed collation, it should be cataloged separately LC will apply option on a case-by-case basis. As of Sept. 1979, OCLC tentatively concurs with LC
1.6	Series area
1.6A	Preliminary rule

1.6A1 Change: Punctuation differs from both AACR and AACR revised chapter 6.

1.6C Parallel title of series

1.6E Statement of responsibility relating to series
1.6E1 Change: Order of elements in series statement and punctuation vary from AACR, AACR revised chapter 6, and U.C. catalog. Examples:

AACR

(Geological Society of America. Special paper no. 6)

AACR revised chapter 6

(Special paper - Geological Society of America ; no. 6)

AACR2

(Special paper / Geological Society of America ; no. 6)

1.6H3 Parallel title of subseries

1.6J More than one series statement
1.6J1 Change: Provides for separate series statements in separate sets of parentheses in collation paragraph.

Examples:

Current U.C. Catalog

(American Indian ethnohistory: North Central and Northeastern Indians)
Second series given in note position on catalog card as
At head of title: Indians of Western Illinois and Southern Wisconsin.

AACR2

(Video marvels ; no. 33) (Educational progress series ; no. 3)

1.7 Note area
1.7B Notes
1.7B14 Change: Intended audience
Decision: Recommended only for juvenile works
Reason: Intellectual level has code "j" for juvenile works in MARC formats: otherwise, this note seems superfluous.

1.7B17 Change: Summary of content
Decision: Not generally recommended. To be used only for chapter 7 (Motion Pictures and Videorecordings), chapter 8 (Graphic Materials), chapter 9 (Machine Readable Data Files) and chapter 10 (Artefacts and Realia).
Reason: Generally, too time consuming for cataloger to compose such a summary. Worth the time only for materials that can not be readily browsed by the user

1.8 Standard number and terms of availability area
1.8B Standard number

1.8B2 Option: Recording more than one ISBN or ISSN number
Decision: Recommended
Reason: Useful for retrieval purposes (can be searched on-line)
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC

1.8D Optional addition: Terms of availability
1.8D1 Option: Indicating terms on which item is available
Decision: Not recommended
Reason: This information is not needed in a catalog. It becomes obsolete too quickly.
LC will apply option with few exceptions for noncurrent items. As of Sept. 1979, OCLC tentatively recommends including this information in support of the OCLC acquisitions subsystem

1.8E Qualification of availability
1.8E1 Option: Add qualification to information
Decision: Not recommended
Reason: Availability terms option (1.8D1) not used
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC

CHAPTER 2 BOOKS, PAMPHLETS AND PRINTED SHEETS

Summary

In addition to the changes noted in Chapters 0 and 1 that apply throughout AACR2, early printed books (pre-1821 imprints) other than incunabula have specific descriptive catalog rules for the first time. Also worth noting is the provision of the definition of the chief source of information along with substitutes to be used for both conventional monographs and early printed books in the absence of a chief source of information.

The rules for early printed books (2.12-end of chapter) were reviewed with Alice Vestal, Head of Special Collections. The Subcommittee notes these changes and recommends the following policy for specific rules:

2.0	General rules
2.0C	Change: Punctuation now follows ISBD format See comments under 1.0C in this report
2.0D	Change: Levels of detail in description Decision: Level 2, with additions, is recommended Reason: See comments under 1.0D in this report
2.1	Title and statement of responsibility area
2.1C	Optional addition: General material designation (GMD)
2.1C1	Option: Use [text] for book materials Decision: Not recommended Reason: The term itself may actually be misleading in a university library, where "text" connotes "textbook." See comments under 1.1C in this report
2.C2	Option: Use [kit] for materials falling into two or more categories Decision: Recommended Reason: See comments under 1.1C4 in this report LC will not apply option. As of Sept. 1979, OCLC tentatively concurs with LC
2.1E	Other title information
2.1E1	Option: Add other title information in other languages Decision: Not recommended Reason: See comments under 1.1E5 in this report As of Sept. 1979, neither LC nor OCLC has made a statement regarding this option
2.2	Edition area
2.2B	Edition statement
2.2B3	Option: Supplying edition statement Decision: Not recommended Reason: See comments under 1.2B4 in this report LC will not apply option. As of Sept. 1979, OCLC tentatively concurs with LC
2.4	Publication, distribution, etc. area
2.4E	Optional addition: Statement of function of distributor

2.4E1 Option: Add to the distributor's name a statement of function
Decision: Recommended
Reason: See comments under 1.4E in this report.

2.4G Place of printing, name of printer, date of printing
2.4G2 Option: Give printing information if different from publisher
Decision: Not recommended
Reason: See comments under 1.4G4 in this report.

2.5 Physical description area
2.5B Number of volumes and/or pagination
2.5B21 Option: Give pagination for each volume in a multi-volume set if individual volumes are paged individually
Decision: Not recommended
Reason: This amount of detail not needed; would be time-consuming and expensive to update catalog records as each volume is added to library collection
LC will apply option selectively. As of Sept. 1979, OCLC tentatively concurs with LC

2.5E Accompanying material
2.5E1 Option: Record physical description of accompanying material.
Decision: Use 1.5E1 a, b, c, or d without option
Reason: See comments under 1.5E1 in this report
LC will apply option on a case-by-case basis. As of Sept. 1979, OCLC tentatively concurs with LC

2.6 Series area
2.6A Preliminary rule
2.6A1 Change: Punctuation follows ISBD. For comments see 1.6A1 and 1.6E1 in this report.

2.7 Note area
2.7B14 Change: Intended audience or intellectual level
Decision: Recommended only for juvenile works
Reason: See comments under 1.7B14 in this report

2.7B17 Change: Summary of content
Decision: Not recommended
Reason: See comments under 1.7B17 in this report

2.8 Standard number and terms of availability area
2.8C Optional addition: terms of availability
2.8C1 Option: Record price or other terms on which item is available
Decision: Not recommended
Reason: See comments under 1.8D1 in this report

2.8D Qualification
2.8D1 Option: Record type of binding as a qualification of ISBN
Decision: Not recommended
Reason: Clarifies this number, which is an access point on-line

EARLY PRINTED MONOGRAPHS

2.12 Scope
Change: Rules for description of these materials follow ISBD and are therefore more similar to the rules for post-1820 imprints than in previous cataloging codes.

2.13 Chief source of information
Change: Rule provides in order of preference what source of information to use for early books lacking title pages.

2.14 Title proper
2.14B Change: How to abridge long titles
Decision: Recommended

2.15 Edition statement
2.15A Option: Either write out edition statement or use standard abbreviations
Decision: Recommended to write out edition statement
Reason: It is more accurate to transcribe than to abbreviate
As of Sept. 1979, LC has made no recommendation; OCLC tentatively recommends exact transcription.

2.16 Publication, etc.
2.16E Option: Indicate omission of additional places of publication by using "etc."
Decision: Recommended
Reason: A convention in rare book cataloging
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC

2.16G Option: Indicate omission of additional publishers by using "etc."
Decision: Recommended
Reason: A convention in rare book cataloging
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC

2.17 Physical description area
2.17B Option: Distinguish between wood and metal cuts
Decision: Not recommended
Reason: This amount of detail not needed.
LC will apply option selectively. As of Sept. 1979, OCLC tentatively concurs with LC

2.18 Note area
2.18C Option: Cite a standard list for rare book identification
Decision: Recommended
Reason: Extremely useful to library staff and users
LC will apply option selectively by citing only a few standard sources. As of Sept. 1979, OCLC recommends citing any published source when applicable.

CHAPTER 3 CARTOGRAPHIC MATERIALS

AACR2 defines cartographic materials by means of a list and provides within one chapter specific rules for describing each type.

The recommendations in this chapter are based on consultation with Richard Spohn, Head of the Geology Library, and with Alice Vestal, Head of the Special Collections Department, regarding manuscript maps. The subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules:

3.0 General rules
3.0B Sources of information
Change: Directions are far more explicit than in earlier codes regarding what is to be used as the chief source of information for particular items

3.0D Level of detail in description
Decision: level 2, with additions, is recommended
Reason: See comments under 1.0D in this report

3.1 Title and statement of responsibility area
3.1C1 Option: Using general material designations (GMD's)
Decision: Recommended
Reason: See comments under 1.1C1 in this report
LC will not apply option. As of Sept. 1979, OCLC tentatively will not apply option

3.2 Edition area
3.2B Edition statement
3.2B3 Option: To supply edition statement for a work that lacks one, but which the cataloger believes different from previous ones
Decision: Not recommended
Reason: See comments under 1.2B4 in this report
LC will not apply option. As of Sept. 1979, OCLC tentatively concurs with LC

3.3 Mathematical data
3.3B2 Option: State additional scale information found on the item
Decision: Not recommended
Reason: Unnecessary
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC

3.3C2 Option: To add phrases regarding meridian, parallels and/or ellipsoid to project statements.
Decision: Recommended
Reason: Important to specialist users
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC

3.3D Option: To state coordinates and equinox
Decision: Not recommended
Reason: Unnecessary
LC will not apply option. As of Sept 1979, OCLC tentatively recommends applying option

3.4 Publication, distribution, etc. area
3.4D1 Option: To record the name of the distributor
Decision: Not recommended
Reason: Distributors vary for the same edition, so a distributor statement does not identify an edition, as a publisher statement can.
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC.

3.4E1 Option: To add to the name of the publisher, distributor, etc. a statement of function
Decision: Not recommended
Reason: Distributor is not recorded. See 3.4D1 above.
LC will apply option on a case-by-case basis. As of Sept. 1979, OCLC tentatively concurs with LC.

3.4G2 Option: To record place, name and date of printing if different from publisher
Decision: Recommended
Reason: Specific printings of maps can be very different and need to be identified as such.
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC.

3.5 Physical description area
3.5B1 Change: This list of terms to be used in describing cartographic items is new to AACR2.
3.5D1
3.5D1 Option: To describe size of manuscript maps in terms of mm. instead of cm.
Decision: Not recommended
Reason: Consistency with description of other materials
LC will use cm. As of Sept. 1979, OCLC tentatively concurs with LC.

3.5D3 Option: To state the depth of relief models
Decision: Not recommended
Reason: Not needed for storage or retrieval
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC.

3.6 Series area
Change: See comments under 1.6 in this report.

3.7 Note area
3.7B14 Change: Intended audience
Decision: Use for juvenile works only
Reason: See comments under 1.7B14 in this report.

3.8 Standard number and terms of availability area
3.8D Option: To state terms of availability
Decision: Not recommended
Reason: See comments under 1.8D in this report
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC.

CHAPTER 4 Manuscripts

A local cataloging practice at U.C. regarding U.C. dissertations and theses is at variance with AACR2. In the past, U.C. has cataloged them as printed books, but according to 1.11 and 2.11, they should be treated as manuscripts.

The recommendations in this chapter are based on consultation with Alice Vestal, Head of the Special Collections Department. The subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules:

4.0 General rules
4.0D Levels of detail in description
Decision: Level 1 plus additions is recommended
Reason: If needed, other areas can be included, but for many manuscripts level 1 is sufficient.

4.1 Title and statement of responsibility area
4.1B2 Change: Supplied titles such as "letter" or "diary" are in brackets. AACR did not require brackets, so they do not appear in current catalog records for Special Collections.

4.1C Option: Using the general material designation
Decision: Recommended. The relevant term is [manuscript]
Reason: See comments under 1.1C in this report.
LC will not display this GMD in its printed catalogs. As of Sept. 1979, OCLC tentatively will not recommend applying option.

4.1F2 Option: To fill in complete name of person whose name is appended to a manuscript in incomplete form
Decision: Recommended
Reason: Will help catalog users identify author
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC.

4.4 Date area
4.4B1 Option: To provide full date information for single manuscripts
Decision: Recommended
Reason: Will help catalog users pinpoint date
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC.

4.5 Physical description area
4.5B1 Option: To add leaves to pagination when different
Decision: Recommended
Reason: Helpful, especially for security identification

LC will not apply option; as of Sept. 1979, OCLC tentatively concurs with LC.

4.5B2 Option: To add the approximate number of items in a manuscript collection, or the approximate number of boxes for large collections
Decision: Not recommended
Reason: Unnecessary. Number of containers or number of linear feet is sufficient.
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC.

4.5D2 Option: To describe the size of manuscript collection whose containers are not of uniform size in terms of the largest, followed by the phrase "or smaller "
Decision: Not recommended
Reason: Unnecessary
LC will not apply option. As of Sept. 1979, OCLC tentatively recommends applying option.

4.7 Note area
4.7B9 Record bibliographic information about a published work based on the manuscript in hand, if such information is readily available.

4.7B10 Special physical description such as "two seals, pendant," or "some paper stained by water" should be used, but only for pre-1821 manuscripts.

4.7B17 Summary of content
Decision: Not recommended
Reason: Too time-consuming for cataloger. Such a summary of a manuscript is more in the province of the researcher than the cataloger.

4.7B22 Detailed Collation
Decision: Special information regarding the style of the script, illumination, and initia should be noted,

CHAPTER 5 MUSIC

Major changes from previous codes include the recognition of "list" title pages, cover titles, and caption titles as candidates for "chief source of information," and the required recording of plate numbers and publishers' numbers in the note area (rather than as a substitute for a missing imprint date).

The recommendations in this chapter are based on consultation with Robert Johnson, head of the College-Conservatory of Music Library. The subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules:

5.0	General rules
5.0D	Change: Levels of detail in description Decision: Use level 2, with additions Reason: Level 1 is inadequate: It omits complicated statements of responsibility, complicated editor statements, place of publication, series statements, size in collation, and many notes. Level 3 is too detailed: It includes notes about distributors and prices, which vary too often to be of use in a bibliographic record.
5.1	Title and statement of responsibility area
5.1C1	Option: Using the general material designation (GMD): [music] Decision: Not recommended Reason: The catalog user will recognize the description of a score from the collation, so the GMD would be superfluous at best, confusing at worst. LC will not use the GMD for music As of Sept. 1979, OCLC tentatively recommends not using it
5.1C2	Option: Using the general material designation (GMD): [kit] Decision: Recommended Reason: It will alert the user to the presence of several media. See also comments under 1.1C4 in this report.
5.1E	Other title information See comments under 1.1E5 in this report
5.2	Edition area
5.2B	Edition statement
5.2B3	Option: Supplying edition statements Decision: Not recommended Reason: See comments under 1.2B3 in this report LC will not apply option. As of Sept. 1979, OCLC tentatively concurs with LC.
5.4	Publication, distribution, etc., area
5.4D1	Option: Recording name of distributor Decision: Not recommended Reason: Distributors change frequently, so recording of this information in the imprint would not be useful in identifying a particular item or in replacing it.

5.4D1 cont'd.	LC will apply option. As of September 1979, OCLC tentatively concurs with LC.
5.4E1	Option: Addition of statement of function of distributor. Decision: Not recommended. Reason: Distributor is not recorded. See 5.4D1 above, and comments under 1.4E1 in this report. LC will apply option. As of September 1979, OCLC tentatively concurs with LC.
5.4F	Date of publication, distribution, etc. See comments under 1.4F in this report
5.4G2	Option: Printing information. Decision: Not recommended. Reason: Users do not require this amount of detail. Not needed to identify an edition. LC will apply option. As of September 1979, OCLC tentatively concurs with LC.
5.5	Physical description area.
5.5B1	Extent of item Decision: Use the terms "v. of music," "p. of music," or "leaves of music" as appropriate. Reason: The GMD [music] is not used (see comments under 5.1C1).
5.5E1	Option: Physical description of accompanying materials Decision: Recommended Reason: Typically the accompanying materials will be sound recordings, films or videorecordings, all of which require different play-back equipment that can be specified via the physical description. See also comments under 1.5E1 in this report. LC will apply option on a case-by-case basis. As of September 1979, OCLC tentatively concurs with LC.
5.6	Series area See comments under 1.6B in this report.
5.7	Note area
5.7B14	Intended audience Decision: Recommended only for juvenile materials Reason: See comments under 1.7B14 in this report.
5.7B19	Note of plate numbers and publishers' numbers Change: If they appear on the item, plate numbers must be recorded in a note. Formerly they were recorded in the imprint if and only if no complete date appeared on the item.
5.8D	Option: Terms of availability Decision: Not recommended Reason: See comments under 1.8D in this report LC will apply option, with few exceptions for noncurrent items. As of September 1979, OCLC tentatively concurs with LC.

CHAPTER 6 SOUND RECORDINGS

The single greatest change in bibliographic description of sound recordings is the placement in the "statement of responsibility area" of names of performers whose degree of participation extends beyond performance, execution, or interpretation. By recording such names in this area, main entry under performer is sometimes justified (see chapter 21).

The recommendations in this chapter are given for two different locations: the College-Conservatory of Music (in consultation with Ann Hess, Record Librarian, and Bob Johnson, CCM Librarian) and Media Services in the Central Library (in consultation with Dick Hataway, Media Supervisor). The subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules:

6.0B Sources of information
Change: Never before were such sources specified so clearly

6.0D Levels of detail in description
Decision: Use level 2
Reason: First level is inadequate, because it omits some agents from the "statement of responsibility area" and it omits series; hence no justification would appear in the bibliographic description for some potentially useful added entries.
Third level is too detailed, too timeconsuming for catalogers and hence too expensive
See also comments under 1.0D in this report.

6.1 Title and statement of responsibility area

6.1C Option: Using the general material designation
Decision: Use the relevant terms, which are [sound recording] and [kit]
Reason: These terms clearly indicate that the item being described is not a book. See also comments under 1.1C1 in this report.
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC

6.1E Other title information
See comments under 1.1E 5 in this report.

6.2 Edition area

6.2B Edition statement

6.2B3 Option: To supply edition statement
Decision: Not recommended
Reason: See comments under 1.2B4 in this report
LC will not apply this option. As of Sept. 1979, OCLC tentatively concurs with LC

6.4 Publication, distribution, etc., area

6.4D Name of publishers, distributor, etc.

6.4D1 Option: Name of distributor
Decision: Not recommended
Reason: See comments under 1.4D1 in this report
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC

6.4E Optional addition: Statement of function of distributor, etc.
Decision: Not recommended.
Reason: Distributor not recorded. See 6.4D1 above.
LC will apply option on a case-by-case basis. As of Sept. 1979, OCLC tentatively concurs with LC.

6.4F Date of publication, distribution, etc.
See comments under 1.4F in this report

6.4F2 Date of recording
Change: Note recording date, not in the imprint but in the note area

6.4G Manufacturing information

6.4G2 Option: Adding manufacturer, etc. to imprint
Decision: Not recommended
Reason: Users do not require this information

See comments under 6.4G4 in this report.

LC will apply option on a case-by-case basis. As of Sept. 1979, OCLC tentatively concurs with LC,

6.5 Physical description area
6.5B Extent of item
6.5B1 Specific material designations
Option: Drop the word "sound" from the specific material designation as directed
Decision: Recommended
Reason: The general material designation [sound recording] is used
LC will retain the word "sound" in specific material designations.
As of Sept. 1979, OCLC tentatively concurs with LC,

6.5C Other physical details
6.5C8 Optional addition: Recording and reproduction characteristics
Decision: Not recommended
Reason: Users do not require this information
LC will apply this option whenever the information affects the selection of playback equipment
As of Sept. 1979, OCLC tentatively concurs with LC,

6.5E Accompanying material
6.5E1 Option: Physical description of accompanying material
Decision: For CCM, option recommended
For Media Services in Central Library, prefer "ways", a, b, or c in 1.5E1
Reason: CCM may need such information only incidentally for circulation purposes, Media Services prefers separate records for items that are shelved separately,
LC will apply option on a case-by-case basis. As of Sept. 1979, OCLC tentatively concurs with LC,

6.6 Series area
Change: See comments under 1.6 in this report

6.7 Note area

6.7B16 Other formats available
Decision: Do not refer to other formats unless they are owned by U.C. Library

See comments under 1.7B16 in this report.

6.7B17 Summary
Decision: Recommended for Media Services in Central Library
Reason: Very useful for users, because they cannot examine the item easily and quickly

6.8 Standard number, etc. area

6.8D Optional addition: Terms of availability
Decision: Not recommended
Reason: See comments under 1.8D in this report
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC.

CHAPTER 7 MOTION PICTURES AND VIDEORECORDINGS

These rules for describing motion pictures and videorecordings differ from previous cataloging codes (Library of Congress rules of 1952, AACR of 1967, and revised chapter 12 of 1975) in the order of elements recorded and in punctuation prescribed by the International Standard Bibliographic Description (ISBD).

The recommendations in this chapter are based on consultation with Dick Hataway, Supervisor of Media Services in the Central Library. The subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules:

7.0 General rules

7.0D Levels of detail in description
Decision: Use level 2
Reason: See comments under 1.0D and 6.0D in this report.

7.1 Title and statement of responsibility area

7.1B Title proper

7.1B2 Option for describing each shot of unedited material
Decision: Not recommended
Reason: Catalog users do not need this much detail; it would be very time-consuming (and hence expensive) for catalogers to record it. LC will apply option on a case-by-case basis. As of Sept. 1979, OCLC tentatively concurs with LC.

7.1C Option: Using the general material designation
Decision: Recommended
Reason: The terms [motion picture], [videorecording], and [kit] clearly indicate that the item being described is not a printed book. See comments under 1.1C1 in this report.
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC

7.1E Other title information

7.1E1 See comments under 1.1E1 in this report.

7.1F Statements of responsibility
Change: Producers, directors, animators, and other participants in film production may now be named in the statement of responsibility area rather than in the note area.

7.2 Edition area

7.2B Edition statement

7.2B3 Optional addition of edition statement
Decision: Not recommended
Reason: See comments under 1.2B3 in this report
LC will not apply option. As of Sept. 1979, OCLC tentatively concurs with LC

7.4 Publication, distribution, etc. area

7.4E Optional addition of statement of function of distributor, etc.
Decision: Recommended
Reason: Inasmuch as such statements are required by 7.4D (no option), it seems sensible to clarify the relationships among the publisher, distributor, etc.
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC.

7.4F Date of publication, etc

7.4F1 See comments under 1.4F5 in this report

7.4F2 Option. Recording original production date when different from publication date
Decision: Recommended
Reason: Catalog users need production date more than they need publication date.
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC.

7.4G Place of manufacture, etc.

7.4G2 Optional addition of manufacturing information to imprint
Decision: Not recommended
Reason: Catalog users do not need this information
See comments under 1.4G4 in this report.
LC will apply option on a case-by-case basis. As of Sept. 1979, OCLC tentatively concurs with LC

7.5 Physical description area

7.5B Extent of item

7.5B1 Option: Dropping the terms "film" and "video" from the collation when the same terms appear in the general material designation
Decision: Recommended
Reason: To avoid redundancy
As of Sept. 1979, LC has not made a statement regarding this option; OCLC does not recommend following this option.

7.5E Accompanying material

7.5E1 Option: Recording physical description of accompanying material
Decision: Prefer "ways" a, b, and c in 1.5E1
Reason: See comments under 6.5E1 and 1.5E1 in this report
LC will apply option on a case-by-case basis. As of Sept. 1979, OCLC tentatively concurs with LC

7.6 Series area
Change: See comments under 1.6 in this report

7.7 Note area

7.7B10 Notes relating to physical description
Comment: Often these notes are important and should be used even with level 2 of description

7.7B16	Noting other formats available Decision: Not recommended Reason: See comments under 6.7B16 in this report.
7.7B17	Summary of content Such a summary is frequently needed. See comments under 1.7B17 in this report.
7.8	Standard number, etc.
7.8D	Option: Terms of availability Decision: Not recommended Reason: See comments under 1.8D in this report LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC.

CHAPTER 8 GRAPHIC MATERIALS

The scope of this chapter differs from all previous cataloging codes (Library of Congress rules of 1952, AACR of 1967, and revised chapter 12 of 1975). Formerly, filmstrips were treated with motion pictures, and microscope slides (covered in AACR2 chapter 10) were treated along with other slides. Of particular use in AACR2 is the list of specific material designations in 8.5B1. From this list the cataloger can identify the item in hand and proceed to describe it with the relevant rules.

The recommendations in this chapter are based on consultation with Dick Hataway, Media Supervisor in the Central Library. The subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules:

8.0 General rules
8.0D Levels of detail in description
Use level 2
Reason: See comments under 1.0D and 6.0D in this report

8.1 Title and statement of responsibility area
8.1C Optional addition of general material designation
Decision: Recommended
Reason: These terms clearly indicate that the item being described is not a printed book

8.1E Other title information
See comments under 1.1E1 in this report

8.2 Edition area
8.2B Edition statement
8.2B3 Optional addition of edition statement
Decision: Not recommended
Reason: See comments under 1.2B3 in this report
LC will not apply option. As of Sept. 1979, OCLC tentatively concurs with LC

8.4 Publication, etc. area
8.4E Optional addition of statement of function of distributor, etc.
Decision: Recommended
Reason: Inasmuch as rule 8.4D1 requires such statements, it seems sensible to clarify the relationship among the publisher, distributor, etc.
LC will apply option on a case-by-case basis. As of Sept. 1979, OCLC tentatively concurs with LC

8.4G2 Optional addition: Manufacturing information
Decision: Not recommended
Reason: See comments under 1.4G4 in this report.
LC will follow the option selectively for "important" manufacturers; as of Sept. 1979, OCLC tentatively concurs with LC.

8.5 Physical description area
8.5B Extent of item
8.5B1 Option: Substituting or adding terms more specific than those listed
Decision: Recommended. Examples: Overhead transparency and X-ray transparency
Reason: More precise terms are needed
LC will apply option; as of Sept. 1979, OCLC tentatively concurs with LC.

8.5C Other physical details
8.5C7 Photographs
Option: Record the process used
Decision: Recommended
Reason: Users may need this information
LC will apply option on a case-by-case basis; as of Sept. 1979, OCLC tentatively concurs with LC.

8.6 Series area
Change: See comments under 1.6 in this report

8.7 Note area
8.7B14 Intended audience
Decision: Use only for juvenile works.
Reason: See comments under 1.7B14 in this report.

8.7B16 Noting other formats available
Decision: Not recommended
Reason: See comments under 6.7B16 in this report.

8.7B17 Summary of content
Such a summary is frequently needed

8.8 Standard number, etc.

8.8D Option: terms of availability
Decision: Not recommended
Reason: See comments under 1.8D in this report.
LC will apply option; as of Sept. 1979, OCLC tentatively concurs with LC.

CHAPTER 9 MACHINE-READABLE DATA FILES

"A machine-readable data file is defined as a body of information coded by methods that require the use of a machine (typically a computer) for processing." --AACR (2d ed.), p. 202.

"The term 'machine-readable data file' embraces both the data stored in machine-readable form and the programs used to process that data." --AACR (2d ed.), p. 203.

Examples of machine-readable data files include: files stored on magnetic tape, punched cards, aperture cards, punched paper tapes, disk packs, mark sensed cards, and optical character recognition font documents.

Since none of the collections at the University of Cincinnati Libraries now include any machine-readable data files, examples are provided in this section only for cataloging under AACR 2. The recommendations in this chapter are based on consultation with Dick Hataway, Media Supervisor in the Central Library. The Subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules:

9.0 General Rules
9.0D Levels of detail in the description
The Subcommittee recommends level 2.
Reason: See comments under 6.0D in this report.

9.1 Title and statement of responsibility area
9.1C Option: General materials designation
Decision: Use the general materials designation "machine-readable data file".
Reason: Useful information for patron
LC may apply option; as of Sept. 1979, OCLC tentatively recommends usage.

9.2 Edition Area
9.2B3 Option: Supply a suitable edition statement when none is provided
Decision: Not recommended
Reason: See comments under 1.2B4 in this report.
LC will not apply option; as of Sept. 1979, OCLC may apply it.

9.4 Publication, etc., area
9.4E Option: Statement of function of publisher, distributor, etc.
Decision: Add the statement of function when the information is readily available to the cataloger
Reason: May be useful information for ordering purposes
LC will apply option on a case-by-case basis; as of Sept. 1979, OCLC tentatively concurs with LC.

9.5 File Description Area
9.5D1 Option: Record the number of statements or logical records in an accompanying program or file
Decision: Not recommended
Reason: See 1.5E1 of this report.
As of Sept. 1979, neither LC nor OCLC has noted this option.

9.5D2 Option: Record the physical description for any other accompanying material.

9.5D2 Decision: Not recommended
Reason: See 1.5E1 of this report
LC will apply option on a case-by-case basis; as of Sept 1979, OCLC tentatively concurs with LC.

9.7 Note area
9.7B Notes
9.7B4 Option: Record a data set name differing from the title proper
Decision: Recommended
Reason: Justifies creation of another access point
LC will apply option; as of Sept. 1979, OCLC tentatively concurs with LC.

9.7B16 Noting other formats available
Decision: Not recommended
Reason: See comments under 6.7B16 in this report,

9.7B17 It is recommended that this rule be applied when cataloging this and other non-book materials as these materials often cannot be examined as conveniently as can book format materials.

9.8 Standard number and terms of availability area
9.8D Option: Provide the terms of availability
Decision: Not recommended
Reason: See comments under 1.8D in this report.
LC will apply option; as of Sept, 1979, OCLC tentatively concurs with LC,

CHAPTER 10 THREE-DIMENSIONAL ARTEFACTS AND REALIA

These rules are the first attempt to treat artefacts and realia in their own terms. The only previous catalog code for them was AACR revised chapter 12 (1975), which lumped them together with motion pictures, slides, transparencies and videorecordings as "audio-visual materials and special instructional materials."

The recommendations in this chapter are based on consultation with Dick Hataway, Media Supervisor in the Central Library. The subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules:

10.0 General rules
10.0D Levels of detail in description
Decision: Use level 2
Reason: See comments under 6.0D in this report.

10.1 Title and statement of responsibility area
10.1C Optional addition: General material designation
Decision: Recommended
Reason: See comments under 6.1C in this report.
LC will apply option; as of Sept. 1979, OCLC tentatively concurs with LC.

10.E Other title information
See comments under 1.1E in this report.

10.2 Edition area
10.2B Edition statement
10.2B3 Optional addition of edition statement
Decision: Not recommended
Reason: See comments under 1.2B4 in this report.
LC will apply option on a case-by-case basis. As of Sept. 1979, OCLC tentatively concurs with LC

10.4 Publication, etc. area
10.4E Optional addition of statement of function of distributor, etc.
Decision: Recommended
Reason: See comments under 6.4E in this report.
LC will apply option on a case-by-case basis. As of Sept. 1979, OCLC tentatively concurs with LC.

10.4G Manufacturing information
10.4G3 Optional addition of manufacturer, etc. to imprint
Decision: Recommended
Reason: Artefacts and realia may be identified by manufacturer more readily than by "publisher" or "distributor."
LC will apply option. As of Sept. 1979, OCLC tentatively concurs with LC

10.5 Physical description area
10.5B Extent of item
10.5B1 Option: Dropping term used in general material designation from collation
Decision: Recommended
Reason: Avoid redundancy

10.5B1 cont'd. LC will not apply option. As of Sept. 1979, OCLC has made no recommendation regarding this option.

10.5B2 Option: Noting details about pieces
Decision: Recommended on a case-by-case basis
Reason: May be useful sometimes but not always worth the cataloger's time
LC will apply option on a case-by-case basis. As of Sept. 1979, OCLC tentatively concurs with LC

10.5E Accompanying material
10.5E1 Optional physical description
Decision: Prefer ways a, b, and c in 1.5E1
Reason: See comments under 6.5E1 in this report
LC will apply option on a case-by-case basis. As of Sept. 1979, OCLC tentatively concurs with LC.

10.6 Series area
See comments under 1.6 in this report

10.7 Note area
10.7B14 Intended audience
Decision: Use only for juvenile works.
Reason: See comments under 1.7B14 in this report.

10.7B17 Summary of content
Such a summary is frequently needed.

10.8 Standard number, etc.
10.8D Option: terms of availability
Decision: Not recommended
Reason: See comments under 1.8D in this report.
LC will apply option; as of Sept. 1979, OCLC tentatively concurs with LC.

CHAPTER 11 MICROFORMS

Procedures for the treatment of microforms which are reproductions have been revised and are actually more similar to the 1949 Code which U.C. still follows than to AACR 1. AACR 2 prescribes that all microforms, originals and reproductions, are to be described first as microforms. Use of the title frame of the microform, not the title page of the item in microform, as the chief source of information is unique to AACR 2. Notes are first to describe the microform copy and then the original. The Subcommittee recommends, however, that serials in microform be treated first as serials.

The recommendations in this chapter are based on consultation with Koko Aka (Microforms Cataloger), Jean Johns (Periodicals/Microforms Librarian) and Mark Kovacic (Assistant Head of Acquisitions).

The Subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules.

11.0 General Rules
11.0A Scope

The rules in chapter 11 are to be applied to originals and reproductions of all kinds of material in microform. Appendix A identifies the types of microforms that now exist in the Central Library. In addition to texts, manuscripts, and serials, the U.C. Libraries presently have cartographic materials and music in microform. It is recommended that serials in microform be treated first as serials.

11.0D Levels of detail in the description

The extent of cataloging accorded microforms in the U.C. Libraries, like at other libraries, has been erratic. It is understood that the Library Administration is currently studying this problem, and Subcommittee II supports the development of a policy identifying when a microform is to be cataloged.

When a decision is made to catalog a microform, it is recommended that:

1. If it is an original in microform, it should be given level 2 detail.
2. If it is a reproduction in microform, it should be given the level of detail which is provided for the form in which it originally appeared.

11.1 Title and Statement of Responsibility Area
11.1C Option: General material designation
Decision: Use the general material designations "microform" or "kit." "Kit" is used for items which have parts falling into two or more categories if none of the parts is the predominant part of the item.
Reason: Useful information for patron
LC will apply option; as of Sept. 1979, OCLC tentatively concurs with LC,

11.1G Items without a collective title
Change: Such items may be described as a unit (using 11.1G2 and 11.1G3) or a separate description may be made for each separately titled work on a microform (using 11.1G4).

11.2 Edition Area
11.2B Edition statement
11.2B3 Option: Supply a suitable edition statement when none is provided
Decision: Do not apply.
Reason: See comments under 1.2B4 in this report.
LC will not apply option; as of Sept 1979, OCLC tentatively concurs with LC.

11.4 Publication, Distribution, Etc. Area
11.4E Option: Statement of function of publisher, distributor, etc.
Decision: Add the statement of function when the information is readily available to the cataloger.
Reason: Poor bibliographic control in the area of microforms.
LC will apply option on a case-by-case basis; as of Sept 1979, OCLC tentatively concurs with LC.

11.5 Physical Description Area
11.5B Extent of item (including specific material designation)
11.5B1 Option: In recording the number of physical units of a microform unit, the prefix "micro" may be dropped from the terms "microfiche," and "microopaque."
Decision: Drop the prefixes
Reason: To avoid redundancy
LC will not apply option; as of Sept 1979, OCLC tentatively concurs with LC.

11.5E Option: Record the name and the physical description of any accompanying material as instructed in 1.5E.
Decision: Do not apply.
Reason: See comments under 1.5E1 in this report.
LC will apply option on a case-by-case basis; as of Sept. 1979, OCLC tentatively concurs with LC.

11.7 Note Area
11.7B Notes
Change: In describing originals reproduced in microform, notes pertaining to the microform are to be given first and then the notes pertaining to the original. The latter are to be combined in a single note. Previous practice was to put the notes for the original first.

11.7B10 Physical description
Change: New provision to indicate reduction ratio, as "Low reduction" (for less than 16X) and to indicate what reader is to be used if it affects the use of the item.
Option: Give details of the nature of the film used
Decision: Do not apply
Reason: It is not necessary information for conservation or other purposes.
LC will apply option on a case-by-case basis; as of Sept 1979, OCLC tentatively recommends option.

11.7B12 Series
Examples in AACR 2 are not prescriptive. It is felt that the ones provided here are poorly worded and should not be used.

11.7B16 **Other formats available**

It is recommended that notes on the availability of microforms in other formats not be used. The catalog is generally recognized as the bibliographic record of what is available in the U.C. Libraries. Inclusion of notes on formats available but not at U.C. has a high potential for misleading the patrons which is especially serious with microforms. It is preferable for such information to be provided by the Reference Center when it is requested.

11.7B17 **Summary**

It is recommended that notes summarizing the content of an item not be provided. The time which would be required and the potential for subjectivity prohibit such notes.

11.7B18 **Contents**

Although the rule for contents notes for microforms is not new with this code, it is one which is not often applied at U.C.

11.8 Standard Number and Terms of Availability Area
11.8D Option: Terms of availability
Decision: Do not apply.
Reason: See comments under 1.8D in this report.
LC will apply option; as of Sept. 1979, OCLC tentatively concurs with LC.

CHAPTER 12 SERIALS

There are a number of changes in this chapter including the use of the first issue of a serial rather than the latest as the chief source of information. The Numeric and/or Alphabetic, Chronological, or Other Designation Area (12.3) is used only for serials and cartographic materials; several changes and new provisions occur in this area. And, notes for relationships with other serials have changed.

The recommendations in this chapter are based on consultation with Elizabeth Byrne (DAA Librarian, representing the College and Departmental Librarians), Jean Johns (Periodicals/Microforms Librarian), and Mark Kovacic (Assistant Head of Acquisitions).

The Sub-Committee notes these changes from previous cataloging practice and recommends the following policy for specific rules.

12.0 General Rules
12.0B Sources of information
12.0B1 Sources of information. Printed serials
Change: The chief source of information for printed serials is now to be the first issue; previously, it was the latest.

12.0D Levels of detail in the description

Use level 2 detail of description. More extensive detail may be warranted for highly irregular serialsand supplements.

12.1 Title and Statement of Responsibility Area
12.1B Title proper
Change: Omit dates and numbering in the title which vary from issue to issue; use ellipsis.

12.1C Option: General material designation
Decision: Use the general material designation when it is used for the format of the serial being cataloged. That is, it is not to be used for "text" and "music" serials but is for serials in the other formats.
Reason: General material designations should be applied uniformly within a format.

12.1F Statement of responsibility

Change: A statement of responsibility is to be recorded whenever there is one, not just in cases of non-distinct titles.

12.2 Edition Area
12.2B Edition statement
12.2B3 Option: Record parallel edition statements when the statement appears in two or more languages.
Decision: Do not apply.
Reason: Information is superfluous.

12.3 Numeric and/or Alphabetic, Chronological, or Other Designation Area
This area is unique to cartographic materials and serials.

12.3B Change: This is to include the exact designation as it appears in the first issue so that internal numbering might be included, as "Vol. 1, no.1- " instead of "Vol. 1- "

12.3C4 Change: A new form of display is to be used for chronological designation when the first issue of a serial is identified by numbering, etc. and by a chronological designation.

Formerly: V. 1-4; 1963-66
New: V. 1 (1963)-V.4 (1966)

12.3D No designation on first issue

Change: New provision for recording a numeric designation [No. 1] or [Pt. 1] if the first issue of a serial lacks a designation.

12.3E More than one system of designation

Change: New provision for recording more than one system of designation if a serial has several.

The example given is: Vol. 3, no. 7- = No. 31-

12.4 Publication, Distribution, Etc., Area
12.4E Option: Statement of function of publisher, distributor, etc.
Decision: Not recommended
Reason: See comments under 1.4E in this report.

12.4F Date of publication, distribution, etc.
12.4F2 Change: New provision to record the date of publication with the imprint even though it coincides with the date given as the chronological coverage. Previously, the date was omitted from the imprint when it coincided.

12.4G2 Option: Addition of manufacturer, etc.
Decision: Apply option in conjunction with chapter 3 (Cartographic Materials) and chapter 10 (Artefacts and Realia). Do not apply option in other cases.
Reason: See discussion under 1.4G4 in this report.

12.5 Physical Description Area
12.5E Accompanying material

Option: Record the name and the physical description of any accompanying material as instructed in 1.5E.
Decision: Not recommended
Reason: See comments under 1.5E1 in this report.

12.7 Note Area
12.7B Notes
12.7B1 Change: Frequency is now to appear in the note area rather than in the collation.

12.7B4 Variations in title. It is recommended that the romanization of the title proper be given in the notes,

12.7B7 Relationships with other serials

12.7B7b Change: Continuation notes are to be used whether the numbering continues or is different. There is no longer a distinction between "supersedes" and "continues"; the terms "continues" and "continued by" are to be used in all cases.

12.7B7c Option: Record the date of the change
Decision: Recommended
Reason: Information is useful for patron and staff.

12.7B7e Split

Option: Record the name(s) of the other serial(s) resulting from the split on each serial which results.
Decision: Not recommended
Reason: Information can be found under the name of the serial which split. Including a list of resultant titles on each is costly and could be confusing.
LC will not apply option.

12.7B7f Absorption

Option: Record the date of absorption
Decision: Recommended
Reason: Information is useful for patron and staff.
LC will apply option.

12.7B14 Audience

It is recommended that the audience note be avoided

12.7B17 Indexes

It is recommended that indexes published separately be noted only if they are bound separately

12.7B22 Item described

Change: The cataloger is now required to make a note of which issue of a serial is described if it is not the first.

12.8D Option: Terms of availability
Decision: Not recommended
Reason: See comments under 1.8D1 in this report.

12.8D Option: Qualification
Decision: Not recommended
Reason: See comments under 1.8E1 in this report.

CHAPTER 13 ANALYSIS

Chapter 13 defines analysis as the "process of preparing a bibliographic record that describes a part or parts of a larger item," and offers various ways of achieving analysis:

(1) preparing a complete bibliographic description of an item which is part of a monographic series or a multipart monograph; (2) preparing a comprehensive entry for a larger work and noting its parts in a contents note; (3) use of the "in analytic", i.e. describing the part analyzed followed by a short citation of the whole item in which the part occurs; and (4) use of multilevel description," i.e. dividing the descriptive information into two or more levels, recording at the first level only information relating to the multipart item as a whole, and recording at the second and any succeeding levels information relating to a group of parts or to the individual part being analyzed. Multilevel description is usually found only in a book type catalog.

All of the methods for achieving analysis described in Chapter 13 except that of multilevel description have, at various times, been used in the present catalog.

The Subcommittee could not make an overall recommendation, but notes that case-by-case decisions will have to be made, dependent on the specific cataloging situation and/or the type of material being cataloged. The Subcommittee recommends that perhaps the Committee should, at some point, address the question of analysis as related to certain materials, e.g., microforms.

Part II: Headings, Uniform Titles, and References

N.B.: There are no chapters 14-19 in AACR2. Space has been left for additional chapters to describe any new types of materials not covered by chapters 2-12.

Chapters 21-26 contain rules for determining main and added entries (or access points), for formulating headings, for devising uniform titles, and for constructing cross references from alternative forms to forms actually used in the catalog. The appendices give rules on style (capitalization, abbreviations, and numerals) and conclude with a glossary of cataloging terms used in the code.

Most of the major changes that affect file integrity occur in the form of headings for persons and corporate bodies and in the form of uniform (!) titles. The subcommittee has attempted to highlight all important changes, but the chapter commentaries are by no means exhaustive. Until the rules are actually applied in day-to-day work, it is difficult to predict how different catalog records will be from those already in the catalogs of the University of Cincinnati Library.

Chapter 21: Choice of Access Points

"Main entry and alternative headings" are addressed in AACR2 chapter 0.5 and then again in chapter 21, beginning with 21.0A "Main and added entries." The concept of main entry is retained not on principle but for its utility in single-entry listings and in citations of a work. The rules are written with theoretical principles of authorship as a touchstone, however, not with any regard to how the catalog user might think of what constitutes an author. To accommodate users' needs, provisions for added entries are very liberal: Any access point that a catalog user may need could be justified by one rule or another.

The chapter is organized so that general rules precede specific rules, but unlike the 1949 ALA rules, AACR2 does not attempt to cover each specific case, and unlike the 1967 AACR rules, it does not provide separate rules of entry for so-called different types of materials (with the "monograph" as the standard against which everything else is judged different). In particular, the code no longer treats serials as a sort of "Balkan question" nor non-book materials as the "Third World." There are special rules for some legal and some religious publications, however, and these special rules will disrupt the filing order of similar materials already cataloged according to previous catalog codes.

Examples given in chapter 21 merely direct the choice of the heading to be used as main entry (and then in other rules, as added entries), but do not specify the form of the heading to be used, or even the entry element of the heading. Rules for formulating headings are given in chapters 22-24.

21.0B Sources for determining access points

This rule states that access points are determined from examination of the chief source of information. In actual practice, however, the access points are determined from the bibliographical description that has been formulated according to the rules and options in Part I. For example, if an item has a series statement on its chief source of information (i.e. its title page), but that item has been described bibliographically at level 1 in chapter 2, then there will be no series statement and should therefore be no series added entry. Or, to take another example, if an illustrator has not been transcribed in the bibliographical description, then there can be no access point under the heading for the illustrator.

21.0D Optional addition: Designations of function.

This option, like the later options in 21.18B, 21.27, 21.36C1-21.36C3, and 21.36C5-21.36C9, requires the use of a term or an abbreviation to define the relationship between the heading and the work; i.e. to indicate the role the person played in the creation of the item described. The only argument for using these designations is that catalog users need a clear signal showing how the person that they have looked under is related to the work. Arguments against using such designations are (1) the general library user does not in fact know or perhaps even notice these abbreviations and terms and certainly does not care about such a precise definition of authorship functions; (2) unused information is "noise" in a catalog record, whether printed or machine-based; (3) it takes cataloging time (and hence money) to determine which term is appropriate, when, for example, one person is both a compiler and an editor.

Current practice at U.C. Library is not to use such designations, even though some appear in machine-based records (coded subfield c in MARC) and on printed cards; their occasional presence does not pose a filing problem.

The Library of Congress will not apply these options, pending a decision on UNIMARC (Universal Machine-Readable Cataloging). The subcommittee recommends following the Library of Congress decision.

21.1 Basic rule of entry

AACR2 does not in fact have a basic rule of entry stated in general terms. Instead, there are three general possibilities: "works of personal authorship," entry under corporate body," and "entry under title." This tripartite rule is not an outgrowth of the Paris Principles of 1961, upon which AACR was based: Main entry under (1) author, whether personal or corporate, or (2) editor, or (3) compiler, or (4) title. AACR was modified by the Library of Congress in 1974, when main entry under editor or under compiler was abandoned (except that the "compiler" of a bibliography" was treated as its "author").

Changes in the rules for choice of entry affect the collocation of editions of works in a linear file such as the current U.C. card catalog. For example, successive editions of handbook could be entered differently:

Harrison, George Watanabe.
  Handbook for survival.

Handbook for survival. 2nd edition.
  (with an added entry for Harrison)

In a linear file, rules for interfiling a particular name as a main entry with that same name as an added entry facilitate bringing these successive editions together in the file. The fact that in the past, part of the call number (namely, the author number a.k.a the cutter number) is derived from the entry element in the main entry means that successive editions may not line up together on the library shelves. U.C. Library has already dealt successfully with this problem, so in fact, further changes in AACR2 with regard to choice of entry can be accommodated. Compare these cases:

Current U.C. card catalog	AACR2
main entry card:	main entry:
American Mathematical Society. A manual for authors of mathematical papers.	A Manual for authors of mathematical papers.
added entry card:	added entry:
A manual for authors of mathematical papers. American Mathematical Society. A manual for authors of mathematical papers.	American Mathematical Society. A Manual for authors of mathematical papers.

21.1A Works of personal authorship

21.1A1 Definition

Change: "... in certain cases performers are the authors of sound recordings, films, and videorecordings."

Never before were performers considered authors. As a result of this new rule, main entry under a pop singer, for example, Barbra Streisand, will occur.

21.1A2 General rule

This rule is restated from previous long-standing cataloging practice but does not represent any substantive change.

21.1B Entry under corporate body

This section representsa major change from previous cataloging codes. "Corporate body" is defined, but not "corporate authorship." In place of corporate authorship comes the concept of "corporate emanation," which is detailed by a list in 21.1B2. Certain categories of publications are to be entered under a corporate body as specified in this rule.

21.1B2 General rule

This list of cases is so restrictive that many works that in the past would have been entered under corporate body will now be entered under title instead. (An added entry will appear for the corporate body, however). For example:

current U.C. card catalog	AACR2
American Chemical Society. Journal.	Journal of the American Chemical Society. (with an added entry for American Chemical Society)

For U.C. Libraries, there are some consequences: In the above example, the change of entry affects the access point in the current Central Serial Record; furthermore, the Chemistry-Biology Library shelves periodicals alphabetically by main entry (or, actually, by spine title, which is derived in some cases from main entry but not identical to it).

In general, abandonment of main entry under corporate body except in the prescribed cases will make the cataloger's job easier without disserving the library user, inasmuch as added entries will still be found for the corporate body.

21.2 Changes in title proper

21.3 Changes of persons or bodies responsible for a work

These two rules make explicit what in previous codes was assumed or left unstated.

21.4D1 Official communications

This rule, amplifying the provision in 21.1B2, requires main entry under the heading for the "official" (e.g. the president) of the corporate body, as distinguished from the heading for the corporate body itself, in certain specified cases.

21.4D2 Other communications

This rule complements 21.4D1: "Unofficial" communications are entered under the heading for the person rather than the heading for the official. As a result, the works of Woodrow Wilson in his official capacity as president are entered under the heading for the President of the United States; his other works are entered under the heading for Woodrow Wilson. This situation already occurs in the current U.C. card catalog. It is important to note that all the works of an author may not always be entered under a single heading. Links between headings are provided via cross references. Cf. discussion of chapter 26 in this report.

21.5C Entry under word or phrase when personal name is unknown

This rule requires main entry under such phrases as "Author of Early impressions" and such a characteristic word as "Physician." AACR required entry for such works under title, because authorship was "spurious, indeterminate, or unknown"; an added entry was made for such phrases. The reasoning behind this rule is that the author is known: i.e. the author is the same person who wrote Early Impressions; it is the author's name that is unknown. The subcommittee considers this distinction precious. In any case, the material will have access points under both title and phrase or characterizing word.

21.16 Adaptations of art works

These rules distinguish between adaptations and reproductions: Adaptations are entered under the adapter, if known, otherwise under title, and a name-title added entry is made for the original work. Reproductions are entered under the heading for the original, and an added entry is made for the agent responsible for reproduction. There will be no net change in the number of access points for such works compared to how they would have been handled according to AACR rules.

21.17 Reproductions of two or more art works.

These rules require main entry under the artist if either (1) there is no accompanying text or (2) the chief source of information (usually the title page) presents the artist as the author. In AACR, entry was made under artist if (1) there was no accompanying text (2) the reproductions predominated over the accompanying text. AACR2 relies upon the terms in which the item presents itself in the chief source of information.

21.18-21.22 Musical works

The rules remain essentially unchanged from AACR. The one change occurs with liturgical music, covered by rule 21.22. The choice of entry remains the same; the form of it changes. For example:

Title page: The Liber usualis, with introduction and rubrics in English; edited by the Benedictines of Solesmes...

AACR (rule 230.F)	AACR2 (21.22 and 21.39)
Catholic Church. Liturgy and ritual. The Liber usualis, with introduction and ...	Catholic Church. [Liber usualis] The Liber usualis, with introduction and ...

Sound recordings

21.23 Entry of sound recordings

21.23C "Enter a sound recording containing works by different persons under the heading for the person or body represented as principal performer."

This is a new rule; under AACR, such recordings were entered under title. This rule will provide the user with a collocation under main entry for popular performers and groups, but will also affect entry for a disc of string quartets by different composers performed by, say, the LaSalle Quartet: In that case, main entry will be under the heading for the LaSalle Quartet.

21.24 Collaboration between artist and writer

This rule requires entry under the person named first in the chief source of information. Previous codes required entry under the person whose work predominated: the writer if the text is the main part of the work, the artist if the illustration is the main part of the work.

21.26 Spirit communications

Main entry for communications presented as having been received from a spirit is under the spirit, with an added entry for the medium. In AACR, main entry was for the medium and added entry for the spirit.

The form of the heading for the spirit is given explicity in 22.14.

21.27 Academic disputations

See discussion under 21.0D in this report.

21.28A Related works

The alternative rule for entry of librettos under the heading for the musical work will be followed by the Library of Congress, because catalog users usually look for librettos in relation to the music. The subcommittee recommends following LC.

21.29B General rule for added entries

This rule provides a "carte blanche" for making any added entries that might be needed by catalog users.

21.29D

This rule reinforces 21.29B by calling for additional added entries in the context of a given catalog.

21.29F

This rule requires justification in the description for the appearance of all added entries. This rule conforms with traditional cataloging practice, but its occurence in Part II of AACR2 shows that the cataloger may have to modify the description already recorded according to the rules in Part I. Furthermore, it clarifies the directions given in 21.0B (cf. discussion of that rule in this report).

21.29G Option: Using explanatory references instead of added entries for certain cases.
Decision: Not recommended.
Reason: See comments under 26.5 in this report.

21.30J Titles

These rules require an added entry for the title proper whenever the title proper is not the main entry, except in four cases. The subcommittee recommends, however, that U.C. Library invoke rule 21.29D (see discussion above) to override all four exceptions:

(1) when the title proper is identical to the main entry heading or a reference to the main entry heading

(2) when the title proper is made up by the cataloger (because the item itself lacks any title at all)

(3) when the title proper is identical to a subject heading or a direct reference to a subject heading

In these three cases, the dictionary catalog currently used at U.C. interfiles titles with main entries and with subject headings, but according to filing rules that separate the three types of headings when their wording is the same. (Even if the catalog were divided, there would still be a need for title added entries). Why? The Acquisitions Department searches by title in the public catalog, as do many catalog users; furthermore, the Cataloging Department files temporary catalog records for newly acquired items only under title.

Many catalog use studies have shown the importance of title access. Even in exception 2 above, such an added entry may be useful, because a title composed by a cataloger is a sort of subject heading.

(4) when "a conventionalized uniform title has been used in an entry for a musical work (see 25.25-25.36)"

This rule seems to disallow an added entry for the title proper "Moonlight sonata" when the main entry and uniform title have been established as:

Beethoven, Ludwig van
[Sonatas, piano, no. 14, op. 27, no. 2, C# minor]

But then 26.4A1, footnote 2 says: "Use an added entry, however, for the title proper of the edition being catalogued (see 21.30J)." These two rules seem to conflict. Ths subcommittee recommends that U.C. Library make an added entry for the title proper in such a case.

21.30K1 Translators

"Make an added entry under the heading for a translator if the main entry is under the heading for a corporate body or under title."

This is a new rule. It is based on the assumption that catalog users think of persons in connection with a given item, so that an access point for a personal name is necessary whenever the main entry is not a personal name.

21.30K2 Illustrators

The rule of making added entries for illustrator is different from previous codes. The new criterion is the prominence of the illustration in relation to the work, rather than the fame of the illustrator.

21.30L Series added entries

Option: Adding numbers, letters, etc. for each work in a series.
Decision: Recommended
Reason: Numbering in series is useful in identifying an item, both by general catalog users and by bibliographers and acquisitions staff.
The Library of Congress will follow this option.

21.30M Analytical entries

These rules give no guidelines for formulating "the policy of the cataloging agency" with regard to analytical entries: the rules cited (21.7B-21.7C, 21.13, and 21.5A), however, do give some guidance in specific cases, and chapter 13 indicates how these entries are to appear. The subcommittee is not able to recommend a comprehensive policy on analysis (cf. discussion on chapter 13 in this report).

SPECIAL RULES

Despite the attempt in AACR2 to generate rules without prejudice as to subject area, medium or format of the material, chapter 21 has specific rules for legal publications and for religious publications; AACR also had special rules for these materials.

"Certain legal publications."

21.31A Scope

Annotated editions of laws and commentaries are no longer included in the scope of special rules, as they were in AACR.

21.31B Laws of modern jurisdictions

In this entire section, the rules differ from previous codes in that they specify entry under a heading that is corporate and added entries under personal names. Previous codes called for entry under a quasi-subject form heading that was not a corporate body, viz. the name of the jurisdiction plus "Laws, statutes, etc." or "Ordinances, local laws, etc." or "Laws, by-laws, etc." AACR2 further specifies construction of a uniform title heading for laws. The effect of these changes is to disperse main entries for legal publications under the general heading for the jurisdiction. Examples are:

Current U.C. card catalog		AACR2	
main entry:	Ohio. Laws, statutes, etc.	main entry:	Ohio.
transcribed title:	The school law of Ohio.	uniform title:	[School Law (1972)]
		transcribed title:	The school law of Ohio.
main entry:	Ohio. Laws, statutes, etc.	main entry:	Ohio.
transcribed title:	Vehicular code.	uniform title:	[Motor Vehicle Act]
		transcribed title:	Vehicular code.

21.31C Ancient laws, certain medieval laws, customary laws, etc.

Entry for these publications now is either under uniform title or else under title proper. In AACR, entry was first under uniform title, then as a second choice under "editor, compiler, or title of a modern collection," and as third choice, under "title-page title."

21.33 Constitutions, charters, and other fundamental laws

These materials are now entered under the heading for the jurisdiction and given a uniform title. In AACR, such materials were entered under the quasi-subject form heading: jurisdiction plus Constitution or Charter. Examples:

AACR	AACR2
U.S. Constitution. The Constitution of the United States.	United States. [Constitution] The Constitution of the United States.

21.34 Court rules

These materials are now entered under the heading for the court. In AACR, they were entered under the name of the jurisdiction of the court followed by the quasi-subject form heading Court rules.

21.35 Treaties, intergovernmental agreements, etc.

AACR2 has dropped the first preference from AACR for choice of entry for these materials: "under the home country [i.e., the country of the library for which the cataloging is done] if it is a signatory." Now the preferred choices are "a) the heading for the government on one side if it is the only one on that side and there are two governments on the other; b) the heading for the government whose catalogue entry heading (see 24.3E) is first in English alphabetic order." This change in rule is designed to facilitate international exchange of bibliographic entries.

21.35E Protocols, amendments, etc.

Entry is now under the heading for the basic agreement with the addition of the uniform title. AACR required entry under the basic agreement plus the addition of a form subheading: Protocols, amendments, etc. or Revision.

21.36 Court decisions, cases, etc.

These rules differ considerably from AACR, which required entry under the heading for the court. AACR2 allows the possibility of entry under the reporter, if named and if that is "the basis for accepted legal citation in the country where the court is located." AACR2 also allows the possibility of entry under title if the reports are not issued by or under the authority of the court. Furthermore, AACR2 calls for added entries under an editor or compiler or "the publisher if its responsibility extends beyond that of the publication."

21.36A2 Reports of more than one court

AACR2 requires entry under the heading for the reporter if he is responsible for all the reports; AACR required entry under the first court named if there were only two or three courts, otherwise under title.

21.36C1 Proceedings in the first instance. Criminal proceedings

Option: Adding defendant, libelee, etc. to headings for persons or bodies prosecuted.
Decision: Not recommended
Reason: See comments under 21.0B in this report.
LC will not follow this option.

21.36C6 Judicial decisions

Option: Adding defendant, etc. to headings for persons or bodies prosecuted.
Decision: Not recommended
Reason: See comments under 21.0B in this report.
LC will not apply this option.

21.36C7 Judicial opinions

Option: Adding defendant, etc. to headings for persons or bodies
Decision: Not recommended
Reason: See comments under 21.0B in this report.
LC will not apply this option.

21.36C8 Records of one party

Option: Adding responsdent-appellant to headings for persons or bodies
Decision: Not recommended
Reason: See comments under 21.0B in this report.
LC will not apply this option.

21.36C9 Collections of records of trials

Option: Adding legal designations to headings
Decision: Not recommended
Reason: See comments under 21.0B in this report.
LC will not apply this option.

CERTAIN RELIGIOUS PUBLICATIONS

21.38 Theological creeds, confessions of faith, etc.

These publications are now entered under "the denominational body with which the edition being cataloged is associated ... [or] if the edition is not associated with a particular denominational body, ... under the heading for the corporate body, if any, originally responsible for the work. Otherwise, enter it under title." In AACR, entry was under uniform title.

21.39 Liturgical works

These rules require entry under the heading for the church or denominational body, with an appropriate uniform title. In AACR, entry was under the "denominational church" plus the quasi-subject form subheading Liturgy and ritual.

21.39C Jewish liturgical works.

Entry is now under title. In AACR, they were entered under the form heading:

Jews. Liturgy and ritual.

The reason for this change is that the authors of AACR2 do not consider "Jews." as a corporate body but rather as a subject heading.

Summary

Chapter 21 of AACR2 carries on the gradual shift towards title main entry that has been evident in the revision to AACR since 1974. The idea of main entry is still used in AACR2, but not with the same emphasis as in AACR. Applying the concept of authorship with some rigor, the authors of AACR2 could not define corporate authorship and therefore broke with tradition and severely restricted entry under corporate body. Rules for added entries are so liberal, however, that catalog users will find just as many corporate headings as in the past, plus some headings for illustrators and translators that would not have been made under AACR rules. On the other hand, any catalog user accustomed to finding materials entered under those quasi-subject form headings that were long used for certain legal and religious publications will now discover that main entry has been changed and that no added entries appear as such forms either.

Chapter 22 - Headings for Persons

This chapter is divided into four sections; the first two are of major importance and contain significant changes from current U.C. practice. Choice of Name, the first section, provides the rules for identifying what name to use for a person; for example, D.H. Lawrence or David Herbert Lawrence. It is followed by Entry Element which provides the rules for determining under which element to list the name; for example, "Muhammad Ali" or "Ali, Muhammad." Subsequent sections provide for Additions to Names and Special Rules for Names in Certain Languages.

Major implications for the present catalog result from the Choice of Name section which prescribes the use of the commonly known name for personal headings. This results in entry changes for many prolific authors; for example, Mark Twain instead of Samuel Langhorne Clemens.

The Subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules.

Choice of Name

22.1 General Rule

Personal headings are to be based on the name by which the person is commonly known. These headings may be the real name, pseudonym, initials, or nickname. Titles of nobility or honor, words or phrases, diacritical marks and hyphens are all to be retained if used by the bearer of the name.

Examples of changes which result:

U.C. Practice	Commonly Known Name
Arblay, Frances (Burney) d'	Fanny Burney (pseudonym)
Francis Bacon, viscount of St. Albans, 1561-1626	Francis Bacon (did not use title)
Marie Henri Beyle	Stendhal (pseudonym)
Samuel Langhorne Clemens	Mark Twain (pseudonym)
Louise De la Ramée	Ouida (pseudonym)
Hilda Doolittle	H.D. (used initials)
Thomas Stearns Eliot	T.S. Eliot (used initials)
Giovanni da Fiesole	Fra Angelico (name used)
Francis Scott Key Fitzgerald	F. Scott Fitzgerald (used initials)
Edward Morgan Forster	E.M. Forster (used initials)

Chapter 22 is consistent in its direction to use the commonly known name as is illustrated by specific rules which have changed.

22.2 Choice Among Different Names

22.2C. Pseudonyms

Change: Use of pseudonym(s) for the person's name is to be based on the person's common practice in his or her works rather than practice in reference sources as was directed in previous codes. If several pseudonyms are used by an author and none is predominant, each work is to be listed under the name used for it by the author and references are to be used to connect the names.

22.3 Choice Among Different Forms of the Same Name

22.3A. Fullness

Change: When various degrees of fullness are used, use the form most commonly found. Previously, the fullest form was generally to be used.

22.3B. Language

22.3B3. Names written in the roman alphabet established in an English form.

Change (for U.C.): The English form of name is to be used for persons entered under given name if it has become well established in English-language reference sources. At U.C., such names are currently listed according to the language of the bearer. This change should simplify the catalog search for the generalist. It will result in numerous changes in the names used for such authors, but, in many cases, the entry element will remain the same.

There is not yet a prescribed source for determining the correct English form. Below is a table of some possible changes based on the form of name used in The New Columbia Encyclopedia.

U.C. Practice	English Form
Buonarroti, Michel Angelo	Michelangelo
Caesar, C. Julius	Caesar, Julius
Claudianus, Claudius	Claudian
Horatius Flaccus, Quintus	Horace
Juvenalis, Decimus Junius	Juvenal
Livius, Titus	Livy
Ovidius Naso, Publius	Ovid
Vergilius Maro, Publius	Virgil

22.3C. Names written in a nonroman script

22.3C1. Persons entered under given name, etc.

Change: Use the form of name which is well established in English-language reference sources for names in a language written in a non-roman script. Previously, these names were just romanized.

There is not yet a prescribed source for determining the correct English form. Below is a table of some possible changes based on the form of name used in The New Columbia Encyclopedia.

U.C. Practice	English Form
Aesopus	Aesop
Aristoteles	Aristotle
Homerus	Homer
Lucianus Samo satensis	Lucian
Plutarchus	Plutarch
Ptolemaeus	Ptolemy

22.3C2. Persons entered under surname.

Alternative rule: On a language by language basis, the romanized form which has become well established in English-language reference sources may be used. But for 20th Century residents of Israel or Palestine who use a Hebrew or Yiddish form, prefer the romanized form on items issued in Palestine or Israel.

Decision: Use the alternative rule.
Reason: Library of Congress is using alternative rule.

There is not yet a prescribed source for determining the correct English form. Below is a table of some possible changes based on the form of name used in The New Columbia Encyclopedia.

U.C. Practice	English Form
Berdîaev, Nikolaĭ Aleksandrovich	Berdyaev, Nicholas
Chernyshevskiĭ, Nikolaĭ Gavrilovich	Chernyshevsky, Nicolai Gavrilovich
Doestoevskiĭ, Fedor Miklaĭlovich	Dostoyevsky, Feodor Mikhailocibh
Theotocopoli, Dominicos	Greco, El

Entry Element

22.8 Entry Under Given Name, Etc.

22.8A. Names which do not include a surname are to be entered under the element used in reference sources. Words and phrases describing birthplace, occupation, or other characteristic which are commonly associated with the name are to be included.

Change: There is no longer a distinction between phrases that are an integral part of the name and those that are not.

22.10 Entry under Initials, Letters, or Numerals

Change: Such entries were generally not used previously.

22.11 Entry under Phrase

Change: A new provision is made for a person entered under a phrase which does not suggest he/she is a person. In such cases, a suitable English designation may be added parenthetically.

Example given: Taj Mahal (Musician)

Additions to Names

22.12 Titles of Nobility and Terms of Honour and Address, etc.

22.12A Change: A title of nobility is to be added to a name if it commonly appears in works by the person or in reference sources. Previously, they were always added.

22.13 Saints

22.13B. Library of Congress will not spell out "Bishop" or "Archbishop" when these words are used to distinguish between two saints.

22.14 Spirits

Change: Spirit communications are to be entered under the name of the spirit. Previously, they were entered under the person reporting the communication. Cf. 21.26.

22.16 Additions to Names Consisting of or Containing Initials

If a person's name consists of or contains initials and the full name is known, the full name may be added parenthetically.

Change: Previously, the full name was the entry, as "Lawrence, David Herbert." Now it will be "Lawrence, D.H. (David Herbert)."

Option: Make the above additions to other names containing initials.
Decision: Include the full name when information is readily available.
Reason: Information is useful for patrons and staff and need for later changes is avoided. Library of Congress will apply the option when information is readily available.

22.17 Additions to Names Entered Under Given Name, etc.

22.17A. Royalty

22.17A5. Change: If the only title associated with a child or grandchild of a ruler is Prince or Princess, add:

a. daughter of, son of, granddaughter of, or grandson of
and b. the name and title of the parent or grandparent.
The composition of this phrase is a new provision.

Additions to Distinguish Identical Names

22.18 Dates

Option: Add the dates to all personal names, even if there is no need to distinguish between headings.
Decision: Include the dates when information is readily available.
Reason: Information is useful for patrons and staff and need for later changes is avoided. Library of Congress will apply the option when the information is readily available.

22.20 Undifferentiated Names

Change: If neither dates nor distinguishing terms are available, use the same heading for all persons with the same name. This is a new provision.

CHAPTER 23 GEOGRAPHIC NAMES

The major change in Chapter 23 is the provision for use of the English rather than the vernacular form of the name of a place if there is one in general use. This rule if applied would necessitate massive changes in the present catalog. Most of the other changes in Chapter 23 simply involve punctuation changes, will not affect filing, and can be assimilated readily into the present catalog. The Subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules.

23.2 General Rules

23.2A Change: Use the English form of the name of a place if there is one in use. This rule, if followed, will often conflict with LC practice, as LC is required by law to use the form of name assigned by the U.S. Board on Geographic Names, which usually uses the vernacular rather than the English form. It is the opinion of the Subcommittee that OCLC will probably follow LC practice.

23.4 Additions to Place Names

23.4A Change: Enclose in parentheses all additions to place names used as entry elements, e.g., Richmond (Va.). The use of parentheses instead of commas to set off additions to place names is a change, but it will not result in any filing difference.

23.4B Change: Add the name of a larger place when necessary to distinguish between two or more places of the same name. Two options are provided under this rule:

(1) optionally, apply this rule even if there is no need to distinguish between places; and (2) optionally, if the name of a state, province, or territory of Australia, Canada, or the United States; of a British county; of a constituent state of Malaysia, the U.S.S.R., or Yugoslavia; or of an island is being used as an addition, do not add to it the name of a larger geographic area. It should be noted that the addition of Australia to option 2 is a change.

Subcommittee II recommends following the same options as LC. Those options, as given in the LC Service Bulletin No.2, Fall 1978, p. 26-27, are quoted below:

> Comment: The Library of Congress will apply the first option to the names of all cities, towns, etc., but will not apply it to the names of such larger places as the U.S. states and Canadian provinces. The second option will be applied to any larger place name to which the first option is not applied (e.g., a U.S. state). Thus, our heading for Illinois will be
>
> Illinois.
> not Illinois (U.S.)
>
> and our heading for Chicago will be
>
> Chicago (Ill.)
> not Chicago (Ill., U.S.)
>
> In general, the other national libraries agreed to follow the first option on a case-by-case basis, and the second option more or less uniformly. More precise information on LC's treatment of headings for nonlocal place names other than the U.S. states and the Canadian provinces will be published later.

23.4G Change: If a place is in a city, add the name of the city to the place and make a reference from the name of the city followed by the name of the place, e.g., Chelsea (London, England) x London (England). Chelsea.
It should be noted that the AACR 1 rule was the same though the punctuation differed.

CHAPTER 24 HEADINGS FOR CORPORATE BODIES

Summary

While Chapter 21 (Access Points of Choice) reduces the number of corporate main entries, there will still be as many corporate headings in the catalog since the former corporate main entries will simply become corporate added entries. The changes in form for corporate headings created by AACR 2 changes, therefore, have considerable impact on UC's catalog. One of the major changes in form of corporate headings is the abandonment of rules 98 and 99 of AACR 1 where entry form for corporate bodies is under place:

AACR heading	AACR2 heading
Oxford. University.	University of Oxford

The keynote of AACR 2 is to enter a corporate body under the form of name by which it is predominantly identified in its publications with consultation of reference sources only when the predominant form of a corporate name cannot be established from its publications. This rule results not only in changes of form for the University of Oxford but also for corporate bodies with numbers, initials, forenames of individuals, etc. Another AACR 2 innovation is to reduce the number of subordinate entries.

Heading in current U.C. catalog	AACR2 heading
Oxford. University. Bodleian Library	Bodleian Library (plus a cross reference from: University of Oxford. Bodleian Library)

What will be Chapter 24's impact on UC's catalog? Of the 27 examples searched for rule 24.1 in UC's catalog and NUC, 20 of the entries would differ if cataloged according to AACR 2---sometimes the difference is minor but other times it is major. Even with minor differences filing problems are created. Of the 5 examples looked up for 24.12, 3 would remain the same; 2 would differ. The Subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules:

24.1 Basic Rule

Change: Enter corporate body directly under the name by which it is predominantly known with the exception of rules 24.13 or 24.18 with references from other form of name. If there is a problem determining dominant form of name from the corporate body's publications, consult reference sources; otherwise determine name from its publications. Follow corporate body's use of initials, etc.

For example:

MEDCOM	not	Medcom, inc.
Real Academia de Bellas Artes de San Jorge	not	Academia de Bellas Artes de San Jorge
3 October--Vereeniging	not	Drie-October--Vereeniging

24.1 Option: Alternative Rule, note 4:LC does not plan to apply romanization

65

24.2 Variant names. General rules

24.2D Change: "If variant forms appear in the chief source of information, use the form that is presented formally. If no form is presented formally, or if all forms presented formally, use the predominant form."

"If there is no predominant form, a brief form including (an initialism or an acronym) that would differentiate between the body and others with the same or similar brief names."

For example:

current U.C. card catalog	AACR2
American Federation of Labor and Congress of Industrial Organizations	AFL-CIO
European Atomic Energy Community	Euratom
United Nations Educational, Scientific and Cultural Organization	Unesco

24.3 Variant Names. Special Rules

24.3G Change: Rule for using predominant form of name for a local church whose names varies is no problem since LC has been practicing this rule for years.

24.4 Additions, omissions, and modifications

24.C Two or more bodies with the same or similar names

24.C1 Option: Provides for applying qualification of place regardless of whether place is needed to distinguish between similar names
Decision: Not recommended
LC will not apply option

24.7 Conferences, congresses, meetings, etc.

24.7B Additions

24.7B1 Change: Form for conference headings varies the order of the data elements. For example

current U.C. card catalog	AACR2
Louisiana Cancer Conference, 2d, New Orleans, 1958.	Louisiana Cancer Conference, 2nd, 1958, New Orleans

24.7B2 Option: Explaining irregular numbering when omitted from heading
Decision: Recommended
Reason: Useful for bibliographic purposes
LC will apply option

24.10 Local chuches, etc.

24.10B Change: Qualifiers in examples are incomplete for options we are recommending in 23.4B; see note 11 on p. 412

24.12 Subordinate and related bodies. General rule

Change: This rule enters a subordinate body (other than a governmental agency entered under its jurisdiction (24.18) or belonging to the type of corporate body listed in 24.13) under its own name. Examples:

AACR heading	AACR2 heading
Harvard University. Law School.	Harvard Law School.
Oxford. University. Bodleian Library.	Bodleian Library.

24.18ff Government Agencies entered subordinately

Change: UC used form of this rule for examples checked. NUC pre AACR2 cataloging did not follow type 2 exception and used New Brunswick. Royal Commission on Higher Education in New Brunswick. AACR2 prescribes Royal Commission on Higher Education in New Brunswick.

Much publicity has been generated about the use of the new heading "United Kingdom" rather than "Great Britain." The Library of Congress plans to continue using "Great Britain," as does the British Library (British Library Bibliographic Services Division Newsletter, May 1979, p.2).

24.19 Direct or Indirect Subheading

Change: United Kingdom used instead of Gt. Britain. See 24.18 of this report for comments.

24.20 Government officials

24.20b Heads of state, etc.

Change: AACR2 form is: United States. President (1953-1961; Eisenhower) Qualification order differs from UC catalog; U.S. President, 1953-1961 (Eisenhower).

24.21 Legislative Bodies

Change: United Kingdom for Gt. Britain. See 24.18 this report for comments.

24.21D Change: Punctuation of qualification elements for successive legislative bodies. Examples:

current U.C. card catalog	AACR2
U.S. Congress, 87th, 1961-1962	United States. Congress (87th : 1961-1962)
U.S. Congress. House.	United States. Congress. House of Representatives.

Chapter 25. Uniform Titles

The changes in this chapter are primarily motivated by two considerations

1 - an attempt to simplify finding materials in the card catalog for the general user. E.g. familiar English forms are used instead of the original language:

Homerus [Ilias] ⟶ Homer [Iliad]

or, in the area of law, the anomaly of placing title elements such as "Laws, statutes, etc." on the same line as the author:

Canada. Laws, statutes, etc. ⟶ Canada [Laws, etc.]

2 - changes necessitated by machine filing. E.g. a number of music headings require changes:

[Suite, 2 flutes] ⟶ [Suites, flutes (2)]

As in other chapters some of the changes in AACR 2 from U.C.'s practice were already in AACR (such as the use of Homer and Iliad), but U.C. has followed L.C.'s practice in continuing earlier cataloging rules. Others are new to the code, such as the numerical transposition in the uniform title for the suite for flutes. The U.C. catalog is in further disagreement with AACR 2 because of a local practice (initiated around 1976) to abandon uniform titles except for classical authors, music materials, and for authors with 7" or more of cards; many of the filing titles have already been lined through or erased. Some of the changes from AACR 2 will not create too much difficulty for manual filing; e.g. it would be relatively easy to interfile the music example above, both in regard to the transposed numbers and the consistent use of the plural required by AACR 2; special programming or a cross-reference system would be needed with the machine, though. Other changes, however, such as the legal example above result in massive displacement of cards. Indeed, most of the changes required by AACR 2 (and there are a number of them required by this chapter) will require a cross-referencing system if the catalog were kept together. Because most of the uniform titles are found in the CCM Library and the Classics Library (except for legal and some religious materials), special emphasis has been placed on those respective catalogs in the report on this chapter.

25.1 Use of Uniform Titles

There is a "sort of option" here for libraries to choose or not to choose to use uniform titles based on particular instances, but L.C. has said that in their opinion national cataloging agencies will be required to formulate them whether they are displayed or not. It was also their opinion that only "libraries with a limited and homogeneous clientele can afford to omit uniform titles even occasionally."[1] There is some feeling by members of this subcommittee that the policy at U.C. regarding filing titles should be re-examined with regard to the new catalog.

General Rules

25.2 Basic rule

---

[1] L.C. Cataloging Service Bulletin, 2 (Fall, 1978), p.15.

Uniform Titles

25.2A Offers an option to display uniform titles used as main entries with or without brackets. L.C. will follow its present practice and omit the brackets; the subcommittee recommends that U.C. also omit the brackets.

Individual titles

25.3 Works created after 1500

This is the section where there would be most variance between the code and the 1976 U.C. decision to abandon uniform titles.

25.4 Works created before 1501

A number of changes or cross-references would be required to bring the U.C. catalog into line with AACR 2, again because we followed L.C.'s practice not to adopt AACR provisions.

25.4B Classical and Byzantine Works

The changes are of the same nature as required by 22.3B2: a common English language form is to be preferred to Latin and Greek forms of the names of the works (just as the earlier rule prescribed for the names of the authors themselves). The Homer example used above demonstrates these changes. U.C. has made at least one change in this area in recent years: "Batrachomyomachia" has been changed to "Battle of the Frogs and Mice" within the past five years. Given the size of the Classics Library's collection, considerable cross-references or changes will be necessary. As with rule 22.3B2, there exists the question of what English language forms are "common;" will an official list be offered, perhaps by L.C.?

25.5 Additions to Uniform Titles

25.5D The provision to list both languages (also in AACR) when a work contains such was instituted at U.C. some years ago for classical authors, but not for others. OCLC format, though, requires writing out "and"; the code uses an ampersand. Many of the entries for classical authors have already been corrected, and others are being corrected now. A worrisome omission from this section, however, is the absence of any additions other than language to the filing title. U.C.'s filing titles are further amplified by the addition of either the editor's or the translator's last name. This practice has been retained by U.C. for classical authors despite recent L.C. practice to use the date of publication instead of the name. A quick survey of P.C. also revealed one card for Shakespeare with the new date subdivision. Neither of these practices, though, finds support in either AACR or AACR 2.

25.5E Option to use the GMD.

Specific recommendations have been made in Part I regarding which GMD's to use; those recommendations would apply here.

25.6 Parts of a work (except for the Bible and some other religious works and music)

Uniform Titles

25.6A1 More emphasis is placed in the new code on listing individual parts of a whole work separately. Cross-referencing would be necessary to link old and new entries.

25.6A2 Parts of works without special titles, but identified by such generic terms as "part" or "book" may use such terms in the uniform title, but in the singular form only; in AACR the examples showed both singular and plural forms. Classics' cards would require see also references between the English term "book" and the abbreviated Latin form used at U.C. "Lib." (for both the singular *Liber* and plural *Libri*); or the "Lib." could be retained since there is no conflict for the machine.

25.6B3 Is a big change between U.C. practice and both AACR and AACR 2. U.C. has placed the subheading "Selections" before the language rather than after. E.g.

Caesar, C. Julius
  De bello Gallico. Selections. English

Caesar, Julius
  De bello Gallico. English. Selections

This practice has also been followed for non-classical authors at U.C.

Collective Titles

25.8 Complete works

U.C. has been following recent L.C. practice and has been adding the uniform title [Works]. Many classical authors have already had the word [Works] added before the editor's name or the language (and translator's name) during the past years; this correction process is continuing.

25.9 Selections

Long before AACR, U.C. appears to have abandoned the distinction between "Selected works" and "Selections" that was so carefully delineated in that code. Only a few older cards still have the old heading "Selected works".

25.10 Works in a single form

This rule prescribes that a selection be made from a list of English terms for the complete works of an author in a particular form. If this were applied to the Classics catalog many cross-references would be required between the Latin forms currently in use and their English equivalents. E.g.

Epistulae ⟶ Correspondence

Carmina ⟶ Poems

Orationes ⟶ Speeches

Tragoediae ⟶ Plays

Uniform Titles

There is even some problem with non-classical authors, for example under Goethe

Briefe ⟶ Correspondence

25.11 Translations

Again U.C. practice differs by placing the language after the term "Selections" instead of before.

Special Rules for Certain Materials

25.13 Composite manuscripts and manuscript groups

Differences in the U.C. catalog are not so much a result of this particular rule, but due to other rules of entry from this new code. For example, there are about 250 cards for manuscripts in the British Museum; the entry for these will now be "British Library".

25.14 Incunabula

AACR 2 prescribes that uniform titles created for such works be placed in brackets; this was not required before.

Legal Materials

This is an area where changes brought about by AACR 2 are considerable. Pseudo-title elements such as "Treaties, etc.", "Protocols, etc." and "Laws, statutes, etc." have been moved from the entry line to the traditional uniform title position in brackets between the main entry and the title. These changes not only create major refiling problems, but also disperse legal listings under that governmental unit rather than keeping them together in one convenient place.

25.15 Laws, etc.

Formerly "Laws, statutes, etc." was added right after the name of the governmental unit (country, city-state, etc.) and hence legal publications of that unit were filed next to each other. The heading "Ordinances, etc." was added after the name of local units such as cities or counties. This practice was used for both individual laws and collections of laws. AACR 2 makes a distinction between individual laws and collections, and relegates these descriptive phrases to the position of traditional uniform titles.

25.15A1 Modern Laws, etc. Collections

The new phrase used is simply "Laws, etc." This is used for countries, states, and municipalities. The phrase "Ordinances, etc." no longer seems to exist. If the work is a collection about a particular subject, a citation title, such as [Licensing acts] or [Agricultural Code] is used as a uniform title instead of "Laws, etc."

25.15A2 Modern Laws, etc. Single laws.

Specific uniform titles are not to be created for these from either official or unofficial short or caption titles, e.g.

New Zealand
[Copyright Act 1962]

the official title of the enactment, e.g.

Canada
[Canada Corporations Act]

or, another official designation such as number or date, e.g.

Argentina
[Ley no. 20.744]

25.16 Treaties, etc.

The general descriptive phrase remains as "Treaties, etc.", however, as with laws, this is no longer on the entry line, but in true uniform title position.

25.16A Collections of Treaties, etc.

The major change, of course, is the relegation of "Treaties, etc." to the uniform title position, but in addition there is a minor punctuation change for collections of treaties which were signed about the same time and are known by one name. These continue to be entered under that name, but the date of their signing is now enclosed in parentheses instead of separated by a comma. E.g.

Treaty of Utrecht, 1713 ⟶ Treaty of Utrecht (1713)

The cross-references used for such cases reflect more changes; they have been simplified. Formerly full dates were added; now only the year:

France. Treaties, etc. Prussia, April 11, 1713 ⟶
France
[Treaties, etc. Prussia, 1713]

Great Britain. Treaties, etc. Spain, July 13, 1713 ⟶
United Kingdom
[Treaties, etc. Spain, 1713]

25.16B1 Single treaties. Two or three part treaties

In addition to the change involving removing "Treaties, etc." from the entry line, there is a transposition in the way of stating the date (probably to assist machine filing)

Mar. 3, 1966 ⟶ 1966 Mar. 3

Uniform Titles

25.16B3 Protocols

Formerly the phrase "Protocols, amendments, etc." was added to the entry line for the specific treaty involved. This phrase has been simplified to "Protocols, etc." and is now added to the uniform title for the treaty.

Sacred Scriptures

25.18A Bible

Changes initiated by AACR have already been corrected at U.C. Primarily these involved placing the version before the date rather than after as was the earlier practice. However, these have only been corrected by a transposition mark in pencil, and then only on these cards where filing is affected.

25.18A3 Books

This, which is basically the only change in these uniform titles, is to facilitate machine filing. If a book of the Bible is one of a numbered sequence of the same name, its number is given after the name as an arabic ordinal number. E.g.

Bible. N.T. 1 Corinthians ⟶ Bible. N.T. Corinthians, 1st

25.18A4 Groups of Books

The list of groups of books known by one name (and hence used in forming the uniform title) has been expanded by one more: Bible. O.T. Heptateuch (i.e. Genesis, Exodus, Leviticus, Numbers, Deuteronomy, Joshua, and Judges). At U.C. there already exist three old subject headings in this form.

25.18B-25.18E Talmud and other Jewish writings

More important changes have taken place here than in the Bible because the authority for spelling has been changed from the Jewish Encyclopedia to the Encyclopaedia Judaica. A number of changes have occurred:

Aboth ⟶ Avot

Baba kamma ⟶ Bava kamma

Tanna debe Eliyahu ⟶ Tana de-Vei Eliyahu

Sifre ⟶ Sifrei

Fortunately, U.C.'s number of entries for the Talmud and Mishnah are negligible.

25.18C Mishnah and Tosefta

Other than the spelling changes, there is only one other important change. The entry for the Avot, which was formerly entered directly, is now under the Mishnah.

Aboth ⟶ Mishnah. Avot.

25.18F Buddhist Scriptures

Major changes have occurred in this area in AACR 2, but again U.C.'s holdings are very small. Provision has now been made for both the Pali and Sanskrit canons, instead of the former practice of treating them as the same and entering them under a combination of Pali spelling (for the individual treatise names) and Sanskrit (for the name of the Tripitaka). Furthermore, and of more consequence, is that the individual treatises are now entered as subheadings of the Tripitaka/Tititaka; they used to be directly under their own title.

25.19-25.23 Liturgical works

This is another area of major change in AACR 2. They are similar to those in the legal section. The direct addition to the name of the church (such as Catholic Church, Church of England) of "Liturgy and ritual" has been dropped. Here at U.C. we are not so lucky as we have been with the sacred writings. For the Catholic Church alone there are about 450 cards with the "Liturgy and ritual" addition, and for the Orthodox Eastern Church the number is about 200.

At least for the Catholic Church the still older form of the specific work also being added to the entry line, right after "Liturgy and ritual", has been corrected to the uniform title position in brackets. But this was never done for the Orthodox Eastern Church.

Catholic Church. Liturgy and ritual. ⟶ Catholic Church
[Missal] [Missal]

Orthodox Eastern Church. Liturgy and ritual. Leitourgikon ⟶
Orthodox Eastern Church
[Leitourgikon]

Jewish liturgical works are also affected. They have been under "Jews. Liturgy and ritual;" now there is entry directly under the name of the work:

Jews. Liturgy and ritual. ⟶ Haggadah
Haggadah

25.22B Another, though not so serious, change. The uniform title for manuscripts of a liturgical work now includes the designation "Ms." e.g.

Psalter (Queen Mary) ⟶ Psalter (Ms. Queen Mary)

25.24 Official Communications of the Pope and Roman Curia

25.27D Duets

This provides for the term "duets" to be used for works called "duos," "duets," etc. In CCM both "duets" and "duos" have been used.

25.29 Medium of Performance

25.29A3 Until now the practice has been to insert an ampersand between the elements; this has been dropped. E.g.

[Trio, piano, clarinet & violoncello]

[Trios, piano, clarinet, violoncello]

In the CCM catalog cards exist with the ampersand as well as with the word "and" spelled out.

25.29A4 The order of the placement of the number of instruments has been changed, undoubtedly to help machine filing. E.g.

[Scherzo, 2 flutes & 2 clarinets]

[Scherzos, flutes (2), clarinets (2)]

This new format has been appearing on L.C. subject cards for several years. They have been interfiled in the CCM catalog.

25.29C Standard combinations of instruments

There is an expanded list of terms to be used. "Woodwind quartet" and "wind quintet" are new. These appear in the CCM catalog as "Quintet, woodwinds & horn" and "Quartet, [instrumentation]".

25.29D1 Individual instruments

There is a new list of English terms for various instruments; choices are provided for some, while only one term was allowed in AACR. CCM suggests that U.C. select only one term, but that we wait to see which OCLC will select. The following is a comparative list of the terms.

AACR 2	AACR (236C2a)	UC
cello or violoncello	violoncello (not cello)	violoncello
cor anglais or English horn	English horn	English horn
double bass (not bass viol or contrabass)	double bass (not bass viol)	double bass
double bassoon or contrabassoon	double bassoon (not contrabassoon)	double bassoon
[2]harpsichord (not cembalo or virginal)	(not on list, but examples show harpsichord)	harpsichord, if could not tell the specific instrument; otherwise the specific instrument, such as clavichord.
horn (not French horn)	horn (not French horn)	horn

---

[2] This was pointed out by Bob Johnson as being inaccurate, since the instruments are not the same.

AACR 2	AACR (236C2a)	UC
kettle drums or tympani	kettle drum (not tympani)	kettle drum
recorder (not treble, etc. recorder)	recorder	recorder
viol (for sizes of viola da gamba other than bass)	(not on list. Viols?)	no examples found
viola da gamba (not bass viol or gamba)	viola da gamba (not gamba)	viola da gamba
viols (for groups of viols of different sizes)	(not on list. Viols?)	viols

25.29D2 Individual instruments

This requires a transposition in the numerical description in the number of keyboard instruments. E.g.

2 pianos, 8 hands → pianos (2), 8 hands
2 pianos → pianos (2)
2 organs → organs (2)

25.29D5 In AACR the term "harpsichord" was prescribed for works composed before 1760; the term "piano" was used for works after that date. AACR 2 uses only "keyboard instrument". All three terms have been used for such works in the CCM catalog.

25.29G Works for solo instruments(s) and accompanying ensemble

This is one of the major changes from earlier codes and CCM practice. Until now the ensemble has been named for works of solo instrument and accompanying ensemble only if other than orchestra; now orchestra, too, must be stated. E.g.

[Concerto, piano] → [Concertos, piano, orchestra]

[3]Another change is the elimination of the term "solo". E.g.

[Concerto, organ solo]   [Concertos, organ]

25.29J Medium indeterminate

Another numeric transposition is required from earlier practice. E.g.

Morley, Thomas
[Canzonets, 4-part] → [Canzonets, voices (4)]

Furthermore, while "part" was used for early works for both voice and instrument, "voice" is now used.

---

[3] Ann Hess is somewhat concerned that this new usage may be especially confusing to musicians, who understand that concerto means a solo instrument with orchestral accompaniment (unless stated otherwise) and who are used to the old cataloging practices.

25.30 Sketches

This is a new provision. Formerly the only access to these was via subject approach; now "sketches" is an addition in parentheses at the end of the uniform title for the finished composition.

STRAVINSKII, IGOR
LE SACRE DU PRINTEMPS - SKETCHES →

Stravinskii, Igor
[Le sacre du printemps (sketches)]

25.31 Other identifying elements

25.31B3 Vocal and piano scores

This is another change from former practice. The uniform title "piano-vocal score" has been changed to either "piano score" or "chorus score," whichever is appropriate.

[Messiah. Piano-vocal score] → [Messiah. Vocal score]

[Mikado. Piano-vocal score] → [Mikado. Chorus score]

25.31B7 Translations

This requires the addition of languages for vocal works as provided under 25.5D (i.e. add the name of the language if different from the original). AACR made no special provisions for this, but L.C. practice has been to name the language, whether in the original or not; i.e. the original French Carmen would be [Carmen. French]. Lately, L.C. has only been adding the language to translations; however, if the opera has already been established under L.C.'s former practice, L.C. continued to follow that practice. The newer rules are only used for operas for which L.C. had no entry.

25.32 Parts of a musical work

25.32A1 Single parts

This creates some special problems for CCM because of a local practice. While parts have been entered under the name of the whole work, cross-references were not always provided under the name of the part; CCM has been trying to discover these gaps, however, and provide the necessary cross-references. Also, there has been some inconsistency in the CCM catalog regarding the designation for "number"; sometimes the English abbreviation has been used and sometimes the appropriate foreign abbreviation. Examples in AACR 2 show the choice of language for the numeric designation is based on the language followed for the choice of the uniform title.

25.35 Selections

Because of the changes prescribed by 25.9 this is an area of major change in the style of the uniform titles used in CCM. The term "selections" was not used alone before, but only after a term such as "works, piano" or "Works".

Brahms, Johannes
[Works, piano. Selections; arr.] →
[Selections; arr.]

25.36 Works of various types for one broad or specific medium and works of one type for one specific medium or various media

This is another major change area. The rule provides a new list of designations to be used.

For collections of various types in one broad medium use:

AACR 2	AACR	CCM
chamber music	Works, chamber music	Works, chamber music
choral music	Works, chorus	Works, chorus
instrumental music	Works, instrumental	Works, instrumental
keyboard music	(unclear; probably Works, keyboard)	Works, keyboard
vocal music	Works, vocal	Works, vocal

For collections of various types in one specific medium use:

brass music	Works, brass	Works, brass
orchestra music	Works, orchestra	Works, orchestra
piano music	Works, piano	Works, piano
[4]piano music, 2 pianos	Works, 2 pianos	Works, 2 pianos
piano music, 4 hands	Works, piano, 4 hands	Works, piano, 4 hands
string quartet music	Works, string quartet	Works, string quartet
violin, piano music	Works, violin & piano	Works, violin & piano

25.36C Selections

The form of the filing titles will differ from earlier practice because of the changes in the above mentioned rule. E.g.

[Works, organ. Selections] [Organ music. Selections]

---

[4] Ann Hess suspects that this may be an error, and should be "pianos (2)"; if it is correct in this form, she notes that it will be a source of confusion and error for music catalogers.

PROJECT DESCRIPTION

1. Sample Used: every fourth page, beginning at page 4, of Music, Books on Music, and Sound Recordings: January-June 1977.

2. On each page of the sample, count the number of uniform titles which appear, whether in main entries or as added entries listed in tracings.

   A. Ignore: uniform titles for anonymous works (*e.g.*, Glogauer Liederbuch) and uniform titles which appear in cross-references of any sort. (NOTE: The latter will be accounted for by counting their appearance in tracings.)

   B. Classify each counted uniform title in accordance with the source of the cataloging (*i.e.*, Library of Congress, or one of the "contributing libraries" taken as a group), and by the type of material being cataloged (*i.e.*, music or recordings).

3. Examine each uniform title which has been counted to determine if it requires some type of change to conform to AACR 2.

   A. Determine the nature of the required change and so record it.[1]

   B. Classify each uniform title which requires change in accordance with the categories outlined in "B," above.

4. Collate the results.

5. As a verification of the results, follow the procedures outlined in 2 and 3, above, with a single drawer of the catalog of musical recordings in this Library.

   A. Count only uniform titles in entries used to arrange the cards: do not count added entries in tracings, etc.

   B. Ignore all cross-references and uniform titles for anonymous works.

6. Compare the results of 4 and 5

---

[1] Following the description outlined in Ben R. Tucker and John D. Byrum, "AACR 2: Background and Summary, "LC INFORMATION BULLETIN (20 Oct. 1978) and the verbal description provided by Fred Bindman at the adjourned meeting of the Cataloging Committee (New Orleans, 7(?) Feb. 1979), it was determined that the AACR 2 changes would fall into one of five categories as follows:

(1) the removal of the word "Works" from uniform titles (with revision in the remaining portion in some cases);
(2) changing of singular genre/form designations into plural equivalents;
(3) correction of score designations (*e.g.*, piano-vocal score);
(4) changing position of numerals (*e.g.*, [Suite, 2 flutes] changes to [Suite, flutes (2)]); and,
(5) requirement to add accompaniment medium to concertos.

TABLE 2

COLLATION OF TOTAL COUNT

TOTAL COUNTED		SOURCE OF CATALOGING		TYPE OF MATERIAL	
		Library of Congress	Contributing Libraries	Music	Recordings
NO.:	1,267	878	389	525	742
% :	100	68.5	30.7	41.4	58.6

TABLE 3

COLLATION OF TOTAL CHANGES

TOTAL		SOURCE OF CATALOGING		TYPE OF MATERIAL		TYPE OF REQUIRED CHANGE				
		L.C.	Cont. Libs.	Music	Recordings	1	2	3	4	5
NO.:	465	336	129	215	250	32	353	15	30	35
% :	100	72.3	27.3	46.2	53.8	6.88	75.9	3.44	6.45	7.53

TABLE 4

PERCENT OF TOTAL COUNT (X/1267)

	TOTAL REQUIRING CHANGES	TYPE OF CHANGE				
		1	2	3	4	5
(NO.):	465	32	353	15	30	35
% :	36.7	2.53	27.9	1.18	2.37	2.76

TABLE 5

PERCENT OF TOTAL CHANGE COUNT (X/465)

	TYPE OF CHANGE				
	1	2	3	4	5
(NO.):	32	353	15	30	35
% :	6.88	75.9	3.44	6.45	7.55

TABLE 6

PERCENT OF TOTAL MUSIC COUNT ONLY

(X/525)

	TOTAL REQUIRING CHANGE	TYPE OF CHANGE				
		1	2	3	4	5
NO.:	215	10	156	15	20	14
% :	40.95	1.9	29.7	2.86	3.89	2.67

TABLE 7

PERCENT OF TOTAL RECORDINGS COUNT ONLY

(X/742)

	TOTAL REQUIRING CHANGE	TYPE OF CHANGE				
		1	2	3	4	5
NO.:	250	22	197	NA	10	21
% :	33.7	2.96	26.6	NA	1.35	2.82

TABLE 8

VERIFICATION:

COUNT FROM CARD CATALOG

(RECORDINGS ONLY)

	TOTAL COUNTED	TOTAL REQUIRING CHANGE	1	2	3	4	5
NO.:	84	36	6	24	NA	2	4
% :	100	42.9	7.14	28.6	NA	2.38	3.76

Chapter 26 References

The significance of "References" is largely due to two factors: the vast differences between AACR 2 and current U.C. cataloging and the inherent need for cross-references which results from philosophical changes in the new code. A linking mechanism needs to be developed between the old catalog records and the new whether we superimpose, develop an on-line system, or choose a course between the two extremes. AACR 2 introduces a dramatic change in philosophy with its allowance for the entry of works by the same author under different names. This occurs in 22.2C3 "No predominant name" which allows the same author to have works under real name as well as one or more pseudonyms.

The Subcommittee notes these changes from previous cataloging practice and recommends the following policy for specific rules.

26.0 Introductory Notes

"See also" references are a new phenomena for name headings and uniform titles and a direct result of the use of different entries for the same body. Further implications for the Authority File should be noted; with a new catalog, a second authority file will be necessary. It will have to indicate new and additional entries for a body and/or title as well as the cross-references related to each and connecting each with the other.

26.2B. Name-title references

26.2B1. Examples for name-title references are in the form of name-title to name, as:

Ashe, Gordon
The croaker
see Creasey, John

It is recommended that the reference would be clearer to the patron if it is name-title to name-title, as:

Ashe, Gordon
The croaker
see Creasey, John
The croaker

This would follow present practice for name-title references. The examples are not intended to be prescriptive, and there is nothing in the rule to prohibit this approach.

26.2B4. The wording of this rule and the examples given are confusing. Deletion of the word "however" in the second sentence simplifies it.

26.2C. "See also" references

The major concern with these references is where they should be filed. This is an especial problem when the listings for a body under one heading are lengthy. It is the general sentiment of the Subcommittee that "see also" references should be placed at the end of the file and explanatory references at the beginning, but this is not thought to be a totally satisfactory solution. This problem will exist in any linear file; it is not known how references would be handled in an on-line catalog.

26.2D. Explanatory references

26.2D2. Option: Make explanatory references for common prefixes of surnames to explain how such names are entered in the catalog.

Example: De la
Names beginning with this prefix are also entered under La (e.g., La Bretèque, Pierre de) or under the name following the prefix (e.g., Torre, Marie de la)

Decision: Not recommended
Reason: The option would result in redundant, confusing references. It will not be applied at the Library of Congress.

26.3 Names of Corporate Bodies and Geographic Names

26.3A. "See" references

26.3A4. Initials

26.3A5. Numbers

26.3A6. Abbreviations

Which references are required by these rules depends on which filing rules are adopted for the new catalog, if there is one.

It is recommended that U.C. Libraries adopt a nationally recognized set of filing rules such as ALA Filing Rules, 2d ed. In adopting a set, consideration must be given to the potential for patron and staff confusion if completely different rules are used in the two catalogs (for example, if word by word filing is used in one and letter by letter filing is used in the other). Obviously, some variation will occur if a set is adopted since there are so many inconsistencies in the present catalog.

The Library of Congress has deferred consideration of the option in 26.3A4 until common rules for filing exist.

26.3B. "See also" references

26.3B1. Change: A new provision allows for "see also references between independently entered but related corporate headings." These are neither name changes nor subordinate units.

26.3C. Explanatory references

Change: A new provision allows for integration of name and subject references in a catalog with interfiled subject and name-title entries.

26.4 Uniform Titles

26.4A. "See" references

26.4A1. "Different titles or variants of the title. Refer to the uniform title from the different titles and variants of the title under which a work has been published or cited in reference sources."

Refer from and to a name heading and title when appropriate." Accompanying note: "Use an added entry, however, for the title proper of the edition being catalogued."

There is confusion about the interpretation of this rule. It would be useful to provide references from title to name-uniform title for variants of a title, but it is not clear whether this rule allows only for name-title to name-uniform title references, and if, in fact, the footnote prohibits the title to name-uniform title reference.

It is recommended that references be made for commonly known variants of a title.

26.5 References instead of added entries common to many editions.

26.5A. Option: If many added entries are required for the same heading, replace them with appropriate references.

Decisions: Not recommended
Reason: The option creates work for the users without saving significant cataloging time.

Appendices

The only notable change occurs in Appendix B: Abbreviations. "Department" is not to be abbreviated in headings. All previous cataloging codes authorized the abbreviation "Dept.", so this change would disrupt the filing order of thousands of entries under corporate bodies.

The Library of Congress will continue to use the abbreviation "Dept." in English-language headings, because the abbreviation reduces the length of corporate headings. The subcommittee recommends doing likewise and regrets that such a trivial change could cause so much bother.

In Appendix C, abbreviations for ordinal numerals in English have changed from "2d" to "2nd" and "3d" to"3rd". Ordinal numerals in languages other than English now follow the usage of the particular language. Formerly "1.", "2." and "3." were used for all foreign languages; now, in French, for example, the abbreviations will be "1er" and "1ère", "2^{e}", and "3^{e}."

EXAMPLES

The following examples are given in order to demonstrate the appearance of traditional catalog cards compared to catalog cards that might be produced according to AACR2 rules. More authoritative examples are forthcoming later in 1979 from the Resources and Technical Services Division of the American Library Association.

Additional examples have been given in some cases to illustrate current OCLC records and possible differences in future OCLC records. Definite changes in OCLC records are as yet unknown, but surely there will be some field to indicate that the record was cataloged according to AACR2 rules.

The exact form of headings may be different, depending on the existence of conflicting headings in a given catalog.

No attempt at listing cross-references has been made.

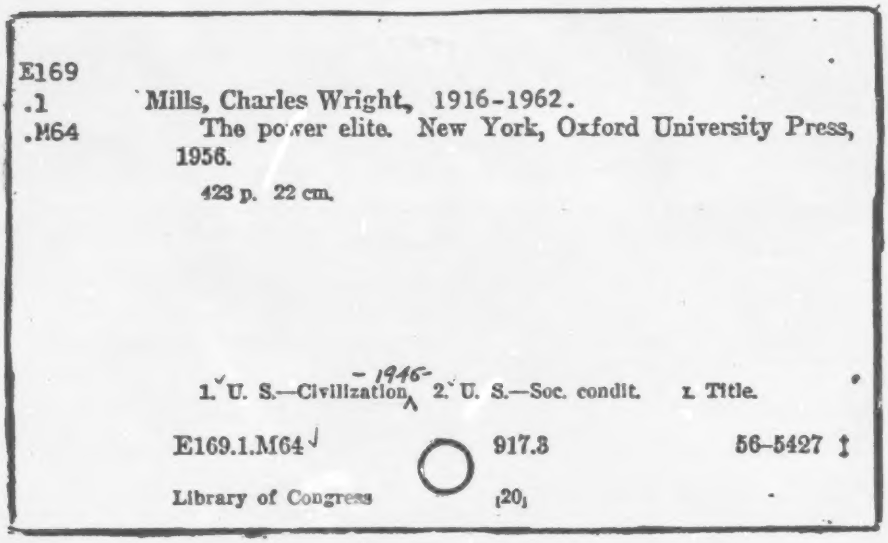
N.B. These examples illustrate descriptive cataloging. Current cards and OCLC records include subject headings and call numbers, which should be ignored in these examples.

No examples are given for chapter 9, Machine-Readable Data Files.

These examples illustrate the particular levels of description and options recommended by the subcommittee in this report. Other levels of description and other options would result in different bibliographic records from the ones given here.

CHAPTER 2: Books, Pamphlets and Printed Sheets

Catalog card as it now appears in University of Cincinnati Library catalog:



E169
.1 Mills, Charles Wright, 1916-1962.
.M64 The power elite. New York, Oxford University Press, 1956.
423 p. 22 cm.

1. U. S.—Civilization—1945- 2. U. S.—Soc. condit. I. Title.

E169.1.M64 917.3 56-5427

Library of Congress [20]

Catalog card as it would appear following AACR2 rules:

Mills, C. Wright.
The power elite / C. Wright Mills. --
New York : Oxford University Press, 1956.
423 p. ; 22 cm.

I. Title.

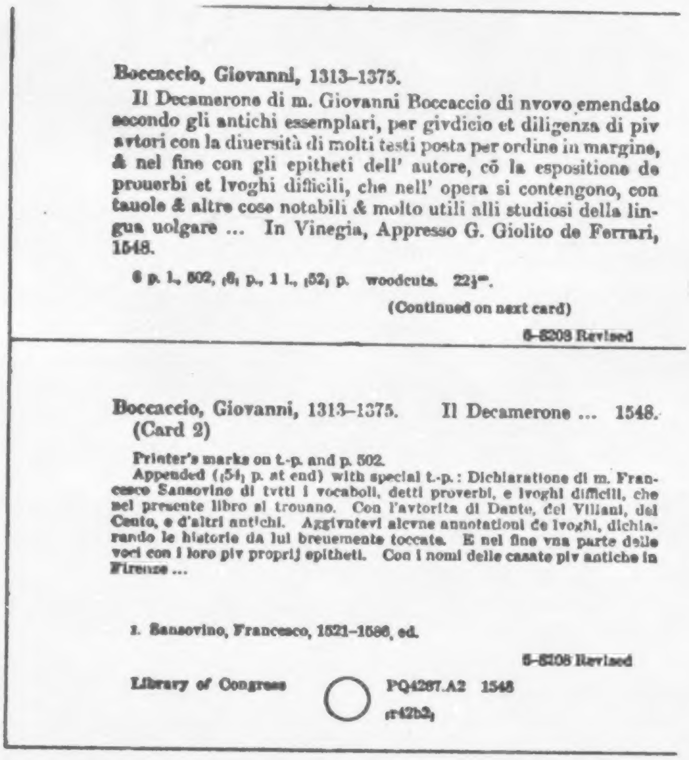
Catalog record as it currently appears for title cataloged by University of Cincinnati Library on the OCLC system:

```
OCLC: 271056        Rec stat: n Entrd: 730109        Used: 790830
▶Type: a Bib lvl: m Govt pub:   Lang: eng Source:    Illus:
Repr:    Enc lvl: 1 Conf pub: 0 Ctry: nyu Dat tp: s M/F/B: 00
Indx: 0 Mod rec:    Festschr: 0 Cont:
Desc:    Int lvl:    Dates: 1956,
▶ 1 010        56-5427/L
▶ 2 040        DLC ‡c DLC
▶ 3 043        n-us---
▶ 4 050 0      E169.1 ‡b .M64
▶ 5 082        917.3
▶ 6 090         ‡b
▶ 7 049        CINN
▶ 8 100 10     Mills, Charles Wright.
▶ 9 245 14     The power elite.
▶10 260 0      New York, ‡b Oxford University Press, ‡c 1956.
▶11 300        423 p. ‡c 22 cm.
▶12 650  0     Power (Social sciences)
▶13 650  0     Elite (Social sciences)
▶14 651  0     United States ‡x Social conditions ‡y 1945.
```

Catalog record as it would appear following AACR2 rules on the OCLC system:

```
OCLC: 271056        Rec stat: n Entrd: 730109        Used: 790830
▶Type: a Bib lvl: m Govt pub:   Lang: eng Source:    Illus:
Repr:    Enc lvl: 1 Conf pub: 0 Ctry: nyu Dat tp: s M/F/B: 00
Indx: 0 Mod rec:    Festschr: 0 Cont:
Desc:    Int lvl:    Dates: 1956,
▶ 1 010        56-5427/L
▶ 2 040        DLC ‡c DLC
▶ 3 043        n-us---
▶ 4 050 0      E169.1 ‡b .M64
▶ 5 082        917.3
▶ 6 090         ‡b
▶ 7 049        CINN
▶ 8 100 10     Mills, C. Wright.
▶ 9 245 14     The power elite / ‡c C. Wright Mills.
▶10 260 0      New York : ‡b Oxford University Press, ‡c 1956.
▶11 300        423 p. ; ‡c 22 cm.
▶12 650  0     Power (Social sciences)
▶13 650  0     Elite (Social sciences)
▶14 651  0     United States ‡x Social conditions ‡y 1945.
```

current cataloging:



Boccaccio, Giovanni, 1313–1375.

Il Decamerone di m. Giovanni Boccaccio di nvovo emendato secondo gli antichi essemplari, per givdicio et diligenza di piv avtori con la diuersità di molti testi posta per ordine in margine, & nel fine con gli epitheti dell' autore, cō la espositione de prouerbi et lvoghi difficili, che nell' opera si contengono, con tauole & altre cose notabili & molto utili alli studiosi della lingua uolgare ... In Vinegia, Appresso G. Giolito de Ferrari, 1548.

6 p. l., 502, [8] p., 1 l., [52] p. woodcuts. 22½^{cm}.

(Continued on next card)

6-8208 Revised

Boccaccio, Giovanni, 1313–1375. Il Decamerone ... 1548.
(Card 2)

Printer's marks on t.-p. and p. 502.

Appended ([54] p. at end) with special t.-p.: Dichiaratione di m. Francesco Sansovino di tvtti i vocaboli, detti proverbi, e lvoghi difficili, che nel presente libro si trouano. Con l'avtorita di Dante, del Villani, del Cento, e d'altri antichi. Aggivntevi alcvne annotationi de lvoghi, dichiarando le historie da lui breuemente toccate. E nel fine vna parte delle voci con i loro piv proprij epitheti. Con i nomi delle casate piv antiche in Firenze ...

I. Sansovino, Francesco, 1521–1586, ed.

6-8208 Revised

Library of Congress ○ PQ4287.A2 1548
[r42b2]

AACR2 card:

Boccaccio, Giovanni, 1313-1375.

Il Decamerone / di m. Giovanni Boccaccio. — Di nvovo emendato secondo gli antichi essemplari, per gividcio et diligenza di piv avtori con la diuersità di molti testi posta per ordine in margine, & nel fine con gli epitheti dell' autore, c co la espositione de prouerbi et lvoghi difficili, che nell' opera si contengono, con tauole & altre cose notabili & molto utili alli studiosi della lingua uolgare. — In Vinegia, Appresso G. Giolito de Ferrari, 1548.

6 leaves, 502, [8] p., 1 leaf, [52] p. ill. 23 cm. (4to)

Boccaccio, Giovanni, 1313-1375.

Il Decamerone ... In Vinegia, 1548. (Card 2)

Appended ([54] p. at end) with special t.p.: Dichiaratione / di m. Francesco Sansovino di tvtti i vocaboli, detti proverbi, e lvoghi difficili, che nel presente libro si trouano. Con l'avtorita di Dante, del Villani, del Cento, e d'altri antichi. Aggivntevi alcvne annotationi de lvoghi, dichiarando le historie da lui breuemente toccate. E nel fine vna parte delle voci con i loro piv proprij epitheti. Con i nomi delle casate piv antiche in Firenze...

I. Sansovino, Francesco, 1521-1586.

Catalog card as it would appear according to AACR2 rules:

Raisz, Erwin.

Map of the landforms of the United States [map] / by Erwin Raisz. -- Special ed. / prepared for the 17th International Geographical Congress, 1952. -- Scale ca. 1:4,600,000. -- [Washington : s.n.], 1952.

1 map : col. ; 66 x 103 cm. -- (Publication / Seventeenth International Geographical Congress, United States, 1952 ; no. 5)

Inset: Physiographic division of the U.S.

I. Title. II. Title: Landforms of the United States. III. Series: International Geographical Congress, 17th, Washington, D.C., 1952. Publication ; no. 5.

AACR2 card:

Hickey, Margaret, 1902-
[Papers] [manuscript] / [Margaret Hickey].
— 1920-1974.
25 ft.

Lawyer, businesswoman, and editor. Correspondence (1940-1974), speech file (1940-1973), scrapbooks, photos, and tape-recorded interviews with Hickey, relating to her personal life; business career with Miss Hickey's School for Secretaries, St. Louis, Mo., and Ladies Home Journal; Government appointments to Women's Advisory Committee of the War Manpower Commission

Hickey, Margaret, 1902-
[Papers] ... 1920-1974. (card 2)

(1942-1945), International Development Advisory Board (1950-1952), Citizen's Advisory Committee on Voluntary Foreign Aid (1952-1973), White House Conference on Education (1955), White House Conference on Children and Youth (1950, 1960), Commission on Status of Women (1961-1963), White House Conference on Equal Employment Opportunity (1965), and Citizens' Advisory Council on the Status of Women; and volunteer services with the Red Cross,

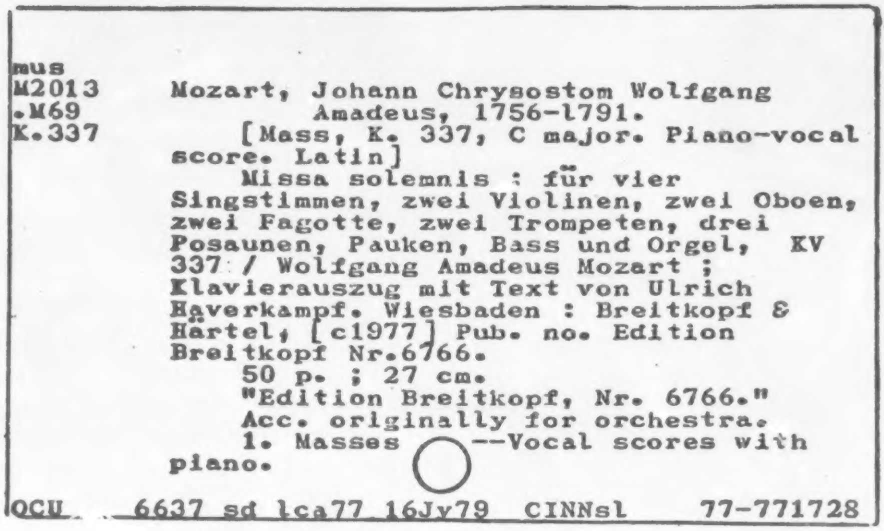
Hickey, Margaret, 1902-
[Papers] ... 1920-1974. (card 3)

National and International Council on Social Welfare, and National Federation of Business and Professional Women's Clubs.

Unpublished finding aid in the repository.

Information on literary rights available in the repository.

current card:



mus
M2013 Mozart, Johann Chrysostom Wolfgang
.M69 Amadeus, 1756-1791.
K.337 [Mass, K. 337, C major. Piano-vocal score. Latin]

Missa solemnis : für vier Singstimmen, zwei Violinen, zwei Oboen, zwei Fagotte, zwei Trompeten, drei Posaunen, Pauken, Bass und Orgel, KV 337 / Wolfgang Amadeus Mozart ; Klavierauszug mit Text von Ulrich Haverkampf. Wiesbaden : Breitkopf & Härtel, [c1977] Pub. no. Edition Breitkopf Nr.6766.

50 p. ; 27 cm.

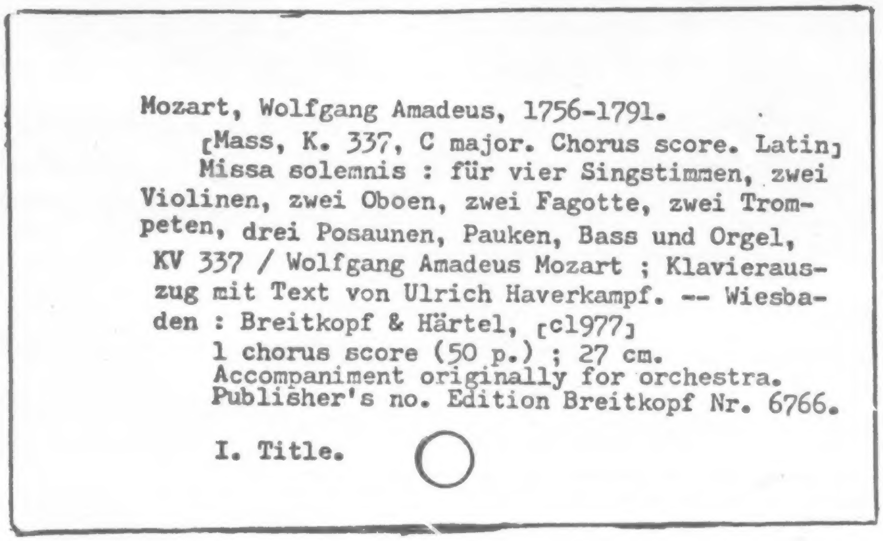
"Edition Breitkopf, Nr. 6766."

Acc. originally for orchestra.

1. Masses --Vocal scores with piano.

OCU 6637 sd lca77 16Jy79 CINNsl 77-771728

AACR2 card:



Mozart, Wolfgang Amadeus, 1756-1791.

[Mass, K. 337, C major. Chorus score. Latin]

Missa solemnis : für vier Singstimmen, zwei Violinen, zwei Oboen, zwei Fagotte, zwei Trompeten, drei Posaunen, Pauken, Bass und Orgel, KV 337 / Wolfgang Amadeus Mozart ; Klavierauszug mit Text von Ulrich Haverkampf. -- Wiesbaden : Breitkopf & Härtel, [c1977]

1 chorus score (50 p.) ; 27 cm.

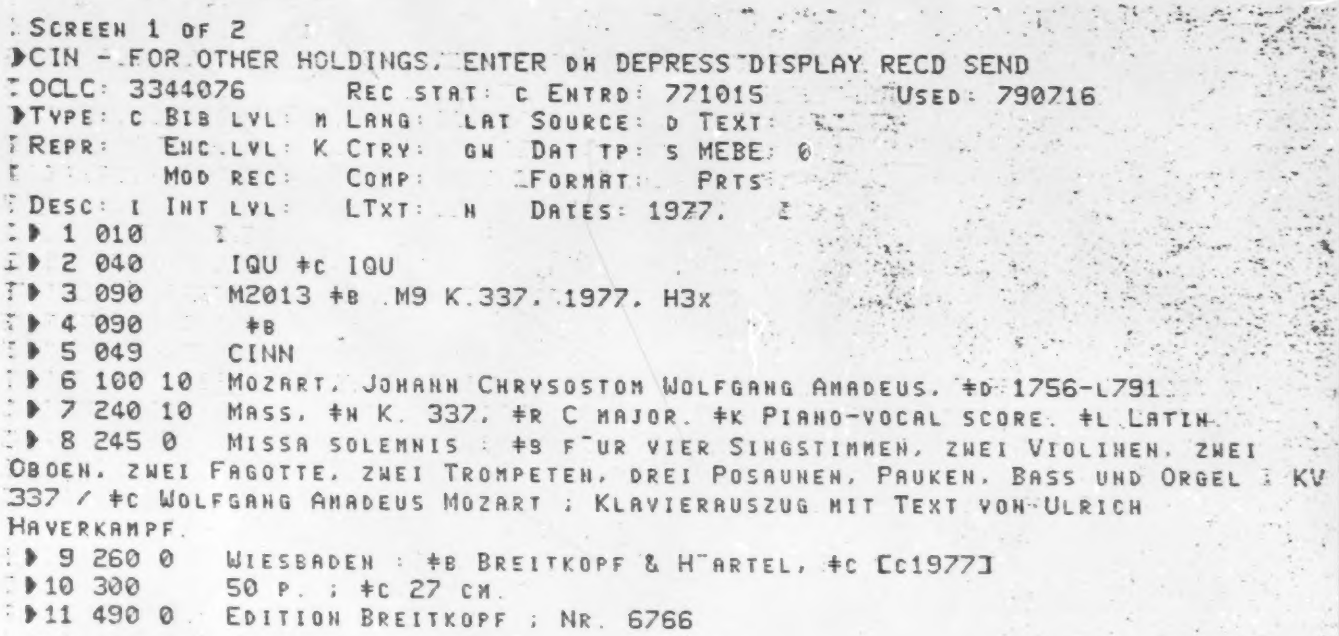
Accompaniment originally for orchestra.

Publisher's no. Edition Breitkopf Nr. 6766.

I. Title.

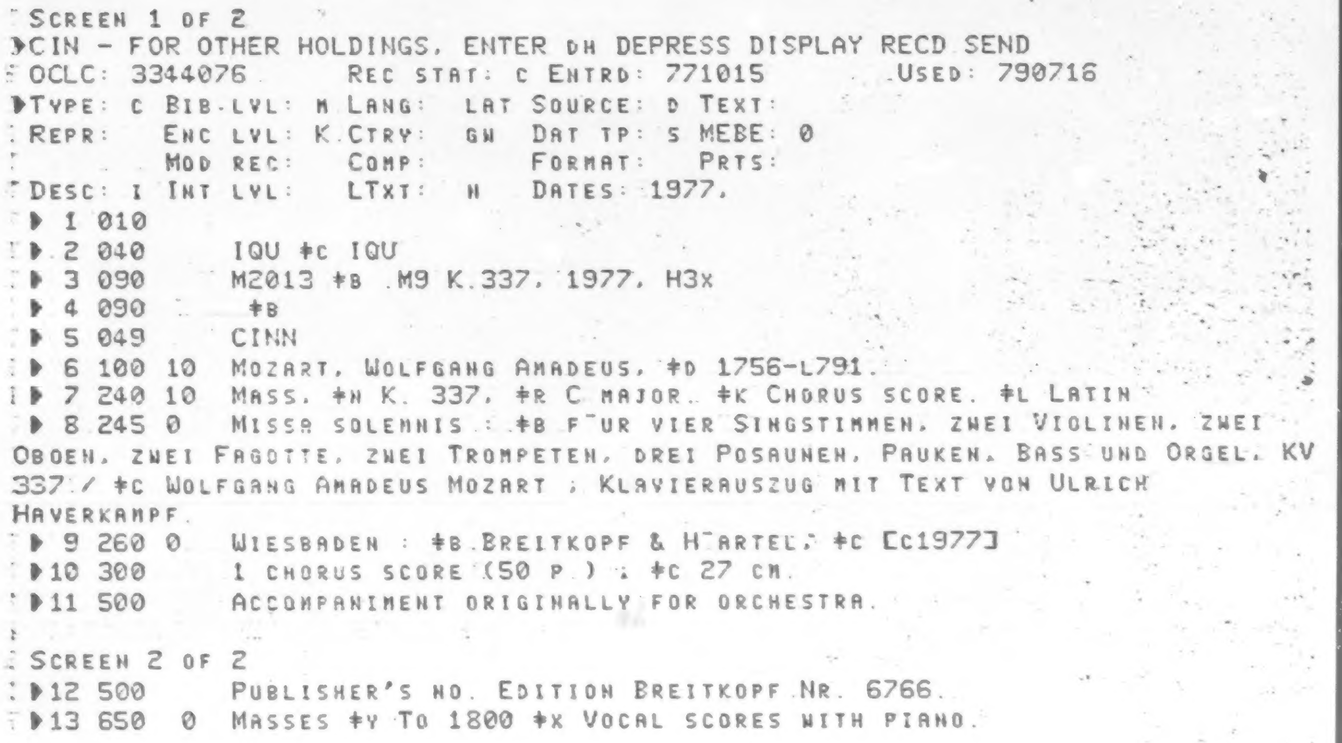
94

current OCLC record:



```
Screen 1 of 2
▶CIN - For other holdings, enter dh depress display recd send
 OCLC: 3344076      Rec stat: c Entrd: 771015          Used: 790716
▶Type: c Bib lvl: m Lang:  lat Source: d Text:
 Repr:    Enc lvl: K Ctry:  gw  Dat tp: s MEBE: 0
          Mod rec:   Comp:        Format:   Prts:
 Desc: i Int lvl:    LTxt:  n   Dates: 1977,
 ▶ 1 010
 ▶ 2 040      IQU ‡c IQU
 ▶ 3 090      M2013 ‡b .M9 K.337. 1977. H3x
 ▶ 4 090       ‡b
 ▶ 5 049      CINN
 ▶ 6 100 10  Mozart, Johann Chrysostom Wolfgang Amadeus. ‡d 1756-l791.
 ▶ 7 240 10  Mass, ‡n K. 337, ‡r C major. ‡k Piano-vocal score. ‡l Latin.
 ▶ 8 245 0   Missa solemnis : ‡b f¨ur vier Singstimmen, zwei Violinen, zwei
Oboen, zwei Fagotte, zwei Trompeten, drei Posaunen, Pauken, Bass und Orgel : KV
337 / ‡c Wolfgang Amadeus Mozart ; Klavierauszug mit Text von Ulrich
Haverkampf.
 ▶ 9 260 0   Wiesbaden : ‡b Breitkopf & H¨artel, ‡c [c1977]
 ▶10 300      50 p. ; ‡c 27 cm.
 ▶11 490 0   Edition Breitkopf ; Nr. 6766
```

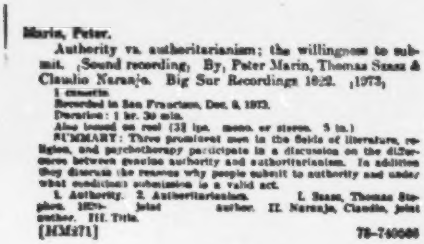
possible OCLC record after AACR2:



```
Screen 1 of 2
▶CIN - For other holdings, enter dh depress display recd send
 OCLC: 3344076      Rec stat: c Entrd: 771015          Used: 790716
▶Type: c Bib lvl: m Lang:  lat Source: d Text:
 Repr:    Enc lvl: K Ctry:  gw  Dat tp: s MEBE: 0
          Mod rec:   Comp:        Format:   Prts:
 Desc: i Int lvl:    LTxt:  n   Dates: 1977,
 ▶ 1 010
 ▶ 2 040      IQU ‡c IQU
 ▶ 3 090      M2013 ‡b .M9 K.337, 1977, H3x
 ▶ 4 090       ‡b
 ▶ 5 049      CINN
 ▶ 6 100 10  Mozart, Wolfgang Amadeus, ‡d 1756-l791.
 ▶ 7 240 10  Mass, ‡n K. 337, ‡r C major. ‡k Chorus score. ‡l Latin
 ▶ 8 245 0   Missa solemnis : ‡b f¨ur vier Singstimmen, zwei Violinen, zwei
Oboen, zwei Fagotte, zwei Trompeten, drei Posaunen, Pauken, Bass und Orgel. KV
337 / ‡c Wolfgang Amadeus Mozart ; Klavierauszug mit Text von Ulrich
Haverkampf.
 ▶ 9 260 0   Wiesbaden : ‡b Breitkopf & H¨artel, ‡c [c1977]
 ▶10 300      1 chorus score (50 p.) ; ‡c 27 cm.
 ▶11 500      Accompaniment originally for orchestra.

Screen 2 of 2
 ▶12 500      Publisher's no. Edition Breitkopf Nr. 6766.
 ▶13 650  0  Masses ‡y To 1800 ‡x Vocal scores with piano.
```

current catalog entry:



Marin, Peter.

Authority vs. authoritarianism; the willingness to submit. [Sound recording] By Peter Marin, Thomas Szasz & Claudio Naranjo. Big Sur Recordings 1022. [1973]

1 cassette.

Recorded in San Francisco, Dec. 8, 1973.

Duration: 1 hr. 30 min.

Also issued on reel (3¾ ips. mono. or stereo. 5 in.)

SUMMARY: Three prominent men in the fields of literature, religion, and psychotherapy participate in a discussion on the difference between genuine authority and authoritarianism. In addition they discuss the reasons why people submit to authority and under what conditions submission is a valid act.

1. Authority. 2. Authoritarianism. I. Szasz, Thomas Stephen, 1920- joint author. II. Naranjo, Claudio, joint author. III. Title.

[HM271] 73-740066

AACR2 card:

Marin, Peter.

Authority vs. authoritarianism [sound recording] : the willingness to submit / Peter Marin, Thomas Szasz & Claudio Naranjo. — San Francisco : Big Sur Recordings, [1973]

1 cassette (90 min.)

Recorded in San Francisco, Dec. 8, 1973.

Summary: Three prominent men in the fields of literature, religion, and psychotherapy discuss the differences between authority and authoritarianism, the reasons why people submit

○

to authority and under what conditions submission is a valid act.

I. Szasz, Thomas. II. Naranjo, Claudio. III. Title.

○

United States v. Aaron Burr [motion picture] /
Judicial Conference of the United States ;
made by WQED-TV. -- Washington : The Conference : National Audiovisual Center [distributor], 1977.
1 reel (76 min.) : sd., col. ; 16 mm. + 1
instructor's guide -- (Equal justice under law)

Summary: Presents a dramatization of the Supreme Court trial of Aaron Burr for treason and highlights the legal issues involved.

I. Judicial Conference of the United States. II. Series: Equal justice under law [motion picture].

Handle with care [videorecording] / John Sutherland Productions ; in cooperation with United States Public Health Service. — Washington : The Service : National Audiovisual Center [distributor], 1977.
1 cassette (28 min.) : sd., b&w ; 3/4 in.

U standard.
Summary: Shows how total community services can assist the retarded person and his family.

I. John Sutherland Productions, inc. II. United States. Public Health Service.

Weaver, David H
    Transparencies for Accounting systems and procedures [transparency] / David H. Weaver, J. Marshall Hanna, M. Herbert Freeman. -- New York : Gregg Division, McGraw-Hill, 1977.
    88 transparencies : col. ; 21x26 cm. + teacher's guide

Revised version of transparency set issued in 1973 under the same title.
Summary: A visual presentation based on and correlated with Accounting systems and procedures,

---

Weaver, David H
    Transparencies for Accounting systems and procedures ... 1977. (Card 2)

part 2 (volumes A and B) of the third edition of the textbook entitled Accounting 10/12 by David H. Weaver and others. Provides illustrations of accounting and bookkeeping procedures and concepts.

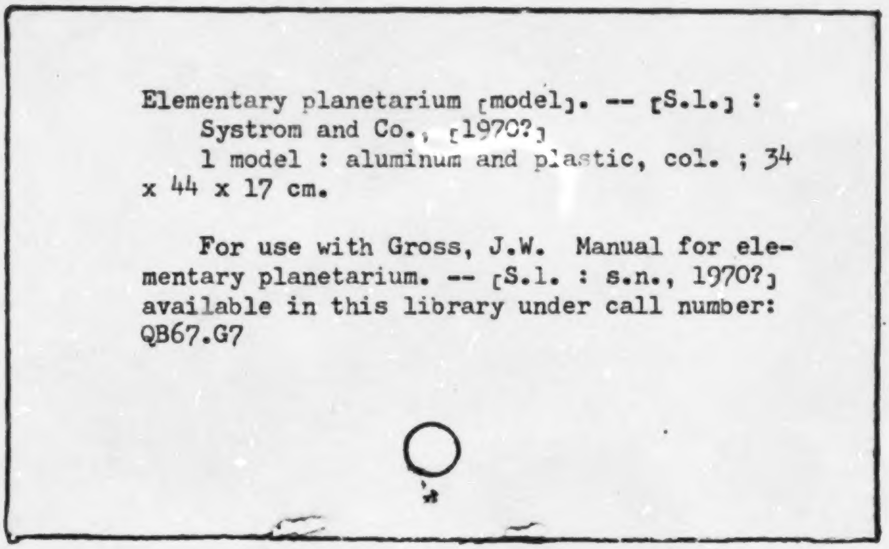
I. Accounting 10/12. II. Hanna, J. Marshall. III. Freeman, M. Herbert. IV. Title. V. Title: Accounting systems and procedures.

Weather--meteorology [slide]. -- Stamford, Conn. : Educational Dimensicns Group, 1977.
20 slides : col. ; 2x2 in.

Accompanied by Teacher's guide (24 p.)

Summary: Examines the science of weather prediction and the interrelated processes of observation and interpretation. Explains the uses of meteorological equipment and shows how weather data are obtained.

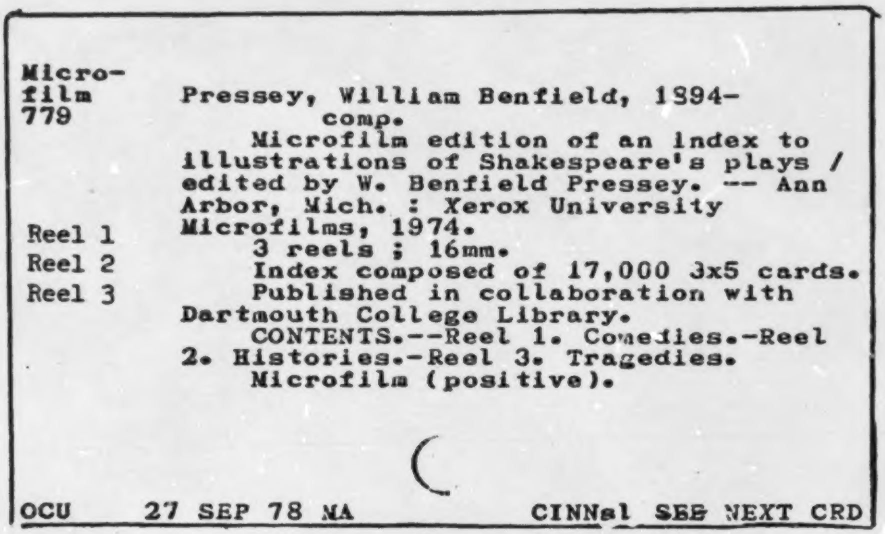
I. Educational Dimensions Group.



Elementary planetarium [model]. -- [S.l.] :
Systrom and Co., [1970?]
1 model : aluminum and plastic, col. ; 34
x 44 x 17 cm.

For use with Gross, J.W. Manual for elementary planetarium. -- [S.l. : s.n., 1970?]
available in this library under call number:
QB67.G7

current catalog cards:



Micro-
film
779

Pressey, William Benfield, 1894-
comp.

Microfilm edition of an index to illustrations of Shakespeare's plays / edited by W. Benfield Pressey. -- Ann Arbor, Mich. : Xerox University Microfilms, 1974.

3 reels ; 16mm.

Index composed of 17,000 3x5 cards.

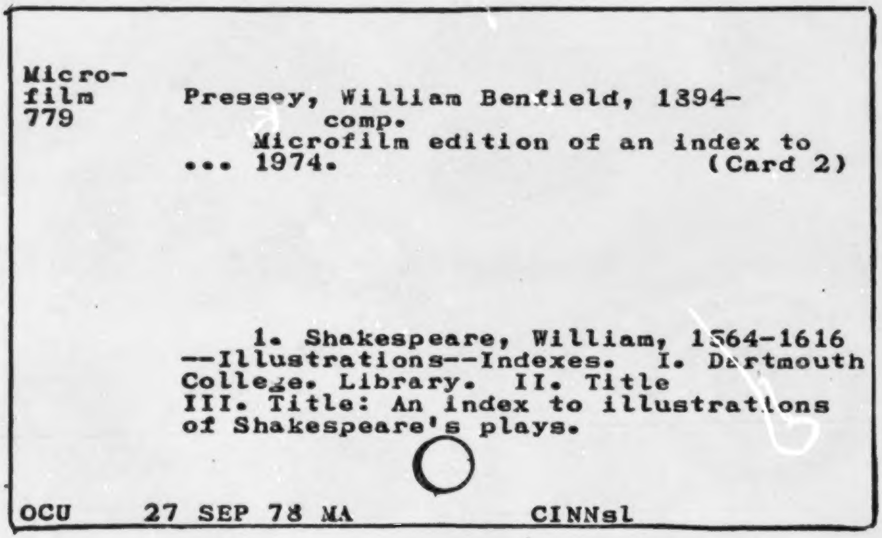
Published in collaboration with Dartmouth College Library.

CONTENTS.--Reel 1. Comedies.-Reel 2. Histories.-Reel 3. Tragedies.

Microfilm (positive).

Reel 1
Reel 2
Reel 3

OCU 27 SEP 78 MA CINNsl SEE NEXT CRD



Micro-
film
779

Pressey, William Benfield, 1894-
comp.

Microfilm edition of an index to ... 1974. (Card 2)

1. Shakespeare, William, 1564-1616 --Illustrations--Indexes. I. Dartmouth College. Library. II. Title III. Title: An index to illustrations of Shakespeare's plays.

OCU 27 SEP 78 MA CINNsl

AACR2 cards:

Microfilm edition of an index to illustrations
of Shakespeare's plays [microform] / edited
by W. Benfield Pressey. -- Ann Arbor, Mich.
: Xerox University Microfilms, 1974.
3 film reels ; 16 mm.

Index composed of 17,000 3x5 cards.
Published in collaboration with Dartmouth College Library.
Contents: reel 1. Comedies - reel 2. Histories - reel 3. Tragedies

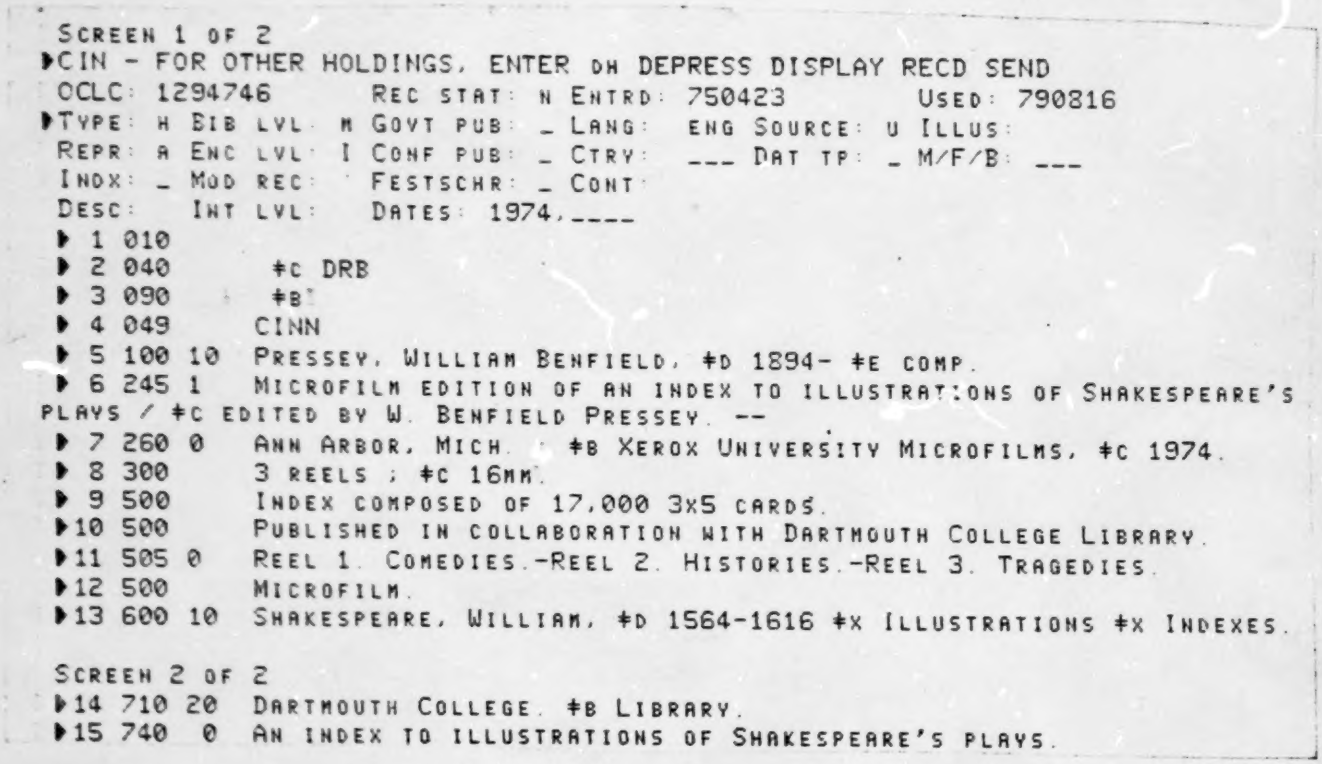
○

Microfilm edition of an index to illustrations
of Shakespeare's plays ... 1974. (card 2)

I. Dartmouth College. Library. II. Pressey, W. Benfield. III. Title: An index to illustrations of Shakespeare's plays.

○

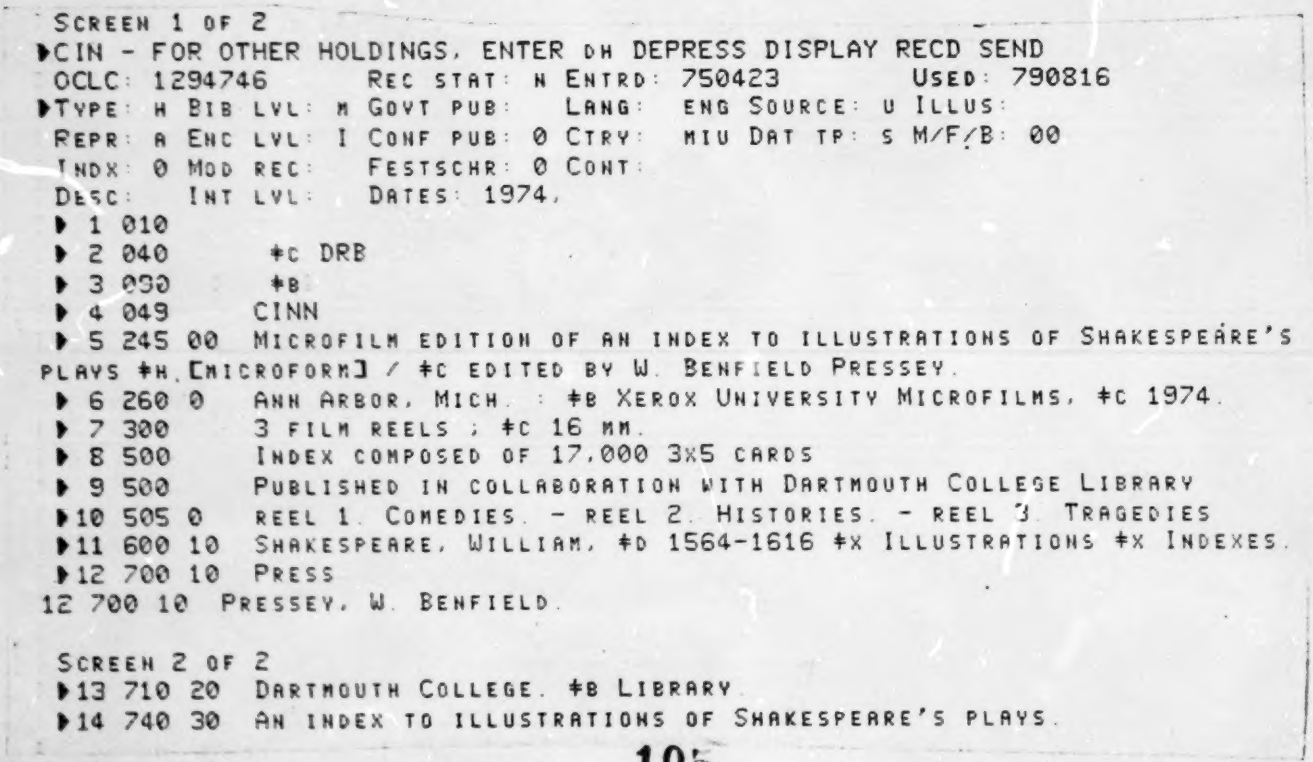
current OCLC record:



```
 Screen 1 of 2
▶CIN - FOR OTHER HOLDINGS, ENTER dh DEPRESS DISPLAY RECD SEND
 OCLC: 1294746      Rec stat: n Entrd: 750423        Used: 790816
▶Type: h Bib lvl: m Govt pub: _ Lang:  eng Source: u Illus:
 Repr: a Enc lvl: I Conf pub: _ Ctry:  ___ Dat tp: _ M/F/B: ___
 Indx: _ Mod rec:   Festschr: _ Cont:
 Desc:   Int lvl:   Dates: 1974,____
 ▶ 1 010
 ▶ 2 040      ‡c DRB
 ▶ 3 090      ‡b
 ▶ 4 049     CINN
 ▶ 5 100 10  Pressey, William Benfield, ‡d 1894- ‡e comp.
 ▶ 6 245 1   Microfilm edition of an index to illustrations of Shakespeare's
plays / ‡c edited by W. Benfield Pressey. --
 ▶ 7 260 0   Ann Arbor, Mich. : ‡b Xerox University Microfilms, ‡c 1974.
 ▶ 8 300     3 reels ; ‡c 16mm.
 ▶ 9 500     Index composed of 17,000 3x5 cards.
 ▶10 500     Published in collaboration with Dartmouth College Library.
 ▶11 505 0   Reel 1. Comedies.-Reel 2. Histories.-Reel 3. Tragedies.
 ▶12 500     Microfilm.
 ▶13 600 10  Shakespeare, William, ‡d 1564-1616 ‡x Illustrations ‡x Indexes.

 Screen 2 of 2
 ▶14 710 20  Dartmouth College. ‡b Library.
 ▶15 740  0  An index to illustrations of Shakespeare's plays.
```

possible OCLC record after AACR2



```
 Screen 1 of 2
▶CIN - FOR OTHER HOLDINGS, ENTER dh DEPRESS DISPLAY RECD SEND
 OCLC: 1294746      Rec stat: n Entrd: 750423        Used: 790816
▶Type: h Bib lvl: m Govt pub:   Lang:  eng Source: u Illus:
 Repr: a Enc lvl: I Conf pub: 0 Ctry:  miu Dat tp: s M/F/B: 00
 Indx: 0 Mod rec:   Festschr: 0 Cont:
 Desc:   Int lvl:   Dates: 1974,
 ▶ 1 010
 ▶ 2 040      ‡c DRB
 ▶ 3 090      ‡b
 ▶ 4 049     CINN
 ▶ 5 245 00  Microfilm edition of an index to illustrations of Shakespeare's
plays ‡h [microform] / ‡c edited by W. Benfield Pressey.
 ▶ 6 260 0   Ann Arbor, Mich. : ‡b Xerox University Microfilms, ‡c 1974.
 ▶ 7 300     3 film reels ; ‡c 16 mm.
 ▶ 8 500     Index composed of 17,000 3x5 cards
 ▶ 9 500     Published in collaboration with Dartmouth College Library
 ▶10 505 0   reel 1. Comedies. - reel 2. Histories. - reel 3. Tragedies
 ▶11 600 10  Shakespeare, William, ‡d 1564-1616 ‡x Illustrations ‡x Indexes.
 ▶12 700 10  Press
12 700 10  Pressey, W. Benfield.

 Screen 2 of 2
 ▶13 710 20  Dartmouth College. ‡b Library.
 ▶14 740 30  An index to illustrations of Shakespeare's plays.
```

current catalog cards:

ch
QD1
.A5 American Chemical Society.
The journal of the American Chemical
Society. v.1-
[1879]-
New York [etc.]
v. in illus.,plates,ports.,map,
tables,diagrs. 23cm. monthly.

Vols.15- have imprint: Easton, Pa.,
1893-
Editors: 1879,1881, H. Endemann.- 1880, G.E.
Mooer.- 1884-92, A.A. Breneman.- 1893-1901, E.
Hart.- 1902- W.A. Noyes.

See Next Card.

---

ch
QD1 American chemical society...
.A5 The Journal... (Card 2)

Proceedings of the society are included in each volume; in v.16-59 they are separately paged, and in v.21-59 they have separate t.-p.

The "Review of American chemical research, v.3-12, 1897-1906", was issued with v.19-28 of the Journal.

In July 1893 the "Journal of analytical and applied chemistry", and in January 1914 the "American chemical journal" were

see next card

---

ch
QD1 American chemical society.
.A5 The Journal... (Card 3)

incorporated with the Journal of the society.

In the set in this library, Proceedings are included for 1879-1901 (v.1-23,1879-1901);1907-37 . (In v.29-59 1907-37)

~~ch~~
~~QD1~~ Withdrawn ~~Proceedings, v.1-2, 1876-78, were published separately.~~
~~.A52~~

ch
QD1
.A53 Proceedings for 1902-06 are bound with v.8-12 of the Review of American chemical research.

see next card

ch
QD1 American chemical society.
.A5 Journal... (Card 4)

ch -- -- General index to the first 20 vols.
QD1 1879-98, and Proceedings, 1877-79.
.A5 Easton, Pa., 1902.
Index 237 p.

ch Golden jubilee number, v.48, no.8A,
QD18 classified separately.
.U6A5

see next card

---

ch
QD1 American chemical society.
.A5 The Journal... (Card 5)

Lists of members were issued with or have been bound with the following volumes v.3-4, 1881-82; v.7-14, 1885-92; v.24-30, 1902-08.

----[Supplement to the Journal of the American chemical society] Twenty-fifth anniversary of the American chemical society. New York city, April twelfth and thirteenth, 1901. Easton, Pa., The Chemical publishing co., 1902. (With v.24, 1902)
168 p. 23½cm.

see next card

AACR2 cards

The Journal of the American Chemical Society. — v. 1 (1879)- . — New York : The Society, 1879-
v. : ill., maps, ports. ; 23 cm.

Biweekly.

Absorbed: Journal of analytical and applied chemistry, July 1893

Absorbed: American chemical journal, Jan. 1914

Place of publication varies

The Journal of the American Chemical Society ... 1879- (card 2)

Proceedings of the Society are included in each volume; in v. 16- they are separately paged, and in v. 21- they have separate t.p.

The "Review of American chemical research, v. 3-12, 1897-1906" was issued with v. 19-28 of the Journal

---

Golden jubilee number, v. 48, no. 8A, classified as: ch QD18.U6A5.

U.C. Library copy includes Proceedings for 1879-1901 (v. 1 (1879)-v. 23 (1901)); 1907-1937 (v. 29^{2} (1907)-v. 59^{2} (1937))

Proceedings for 1902-1906 are bound with v. 8-12 of: Review of American chemical research (ch QD1.A53)

Indexes:

v. 1 (1879)-v. 20 (1898) with Index to Proceedings, 1877-1879. 1 v.

I. American Chemical Society.

```
 Screen 1 of 2
▶NO HOLDINGS IN CIN -  FOR HOLDINGS ENTER dh DEPRESS  DISPLAY RECD SEND
 OCLC: 1226990      Rec stat: c Entrd: 750320          Used: 790821
▶Type: a Bib lvl: s Govt pub:   Lang:  eng Source: u S/L ent: 0
 Repr:   Enc lvl:   Conf pub: 0 Ctry:  dcu Ser tp: p Alphabt: a
 Indx: u Mod rec:   Phys med:   Cont: ^    Frequn: e Pub st:  c
 Desc:   Cum ind: u Titl pag: u ISDS:    1 Regulr: r Dates: 1879-9999
 ▶ 1 010       sn78-660
 ▶ 2 040        ‡c NLM ‡d NSD
 ▶ 3 012        ‡e n ‡k 1 ‡m 1
 ▶ 4 022       0002-7863
 ▶ 5 030       JACSAT
 ▶ 6 035       277500 ‡b USPS
 ▶ 7 042       nsdp
 ▶ 8 060       W1 JO908G
 ▶ 9 090        ‡b
 ▶10 049       CINN
 ▶11 210       J. Am. Chem. Soc.
 ▶12 222 00    Journal of the American Chemical Society
 ▶13 245 04    The Journal of the American Chemical Society.
 ▶14 260 01    New York : ‡b The Society, 1879-
 ▶15 300           v. ‡b ill., maps, ports. ; 23 cm.
 ▶16 362 0     v. 1 (1879)-
 ▶17 500       Biweekly.
 ▶18 510 0     Biological abstracts ‡x 0006-3169
```

```
Screen 2 of 2
▶18 510 0   Chemical abstracts ‡x 0009-2258
▶19 510 0   Nuclear science abstracts ‡x 0029-5612
▶20 510 0   International aerospace abstracts ‡x 0020-5842
▶21 510 0   Index medicus ‡x 0019-3879
▶22 510 0   Selected water resources abstracts ‡x 0037-136X
▶23 510 0   Bibliography of agriculture ‡x 0006-1530
▶24 580     Absorbed the Journal of analytical and applied chemistry in July
1893, and the American chemical journal, ISSN 0096-4085, in Jan. 1914.
▶25 520     Issues for 1898-1901 include Review of American chemical research
v. 4-7; 1879-1937, the society's Proceedings.
▶26 650  0  Chemistry ‡x Periodicals
▶27 710 20  American Chemical Society.
▶28 730  1  American Chemical Society. ‡t Proceedings ‡f 1879-1937
▶29 730  1  Review of American chemical research
▶30 780 15   ‡t American chemical journal ‡x 0096-4085
▶31 780 15   ‡t Journal of analytic and applied chemistry
```

Appendix A-1

From: Guide to Microforms in Print

Prices: are listed before the Publisher Designation Code. International currency symbols, e.g. £, DM, Fr, etc., accompany prices which are other than dollar ($) prices. The prices listed represent the most recent information available from the micropublishers; if the exact price was unavailable, the term "apply" was utilized to suggest that an inquiry be made to the distributor of the micropublication. Correspondingly prices are subject to change without further publisher's notice. The prices listed are inclusive, unless they are followed by a coded symbol; otherwise the breakdown is as follows:

Price Code:

c	per card; e.g., $.50c/Publisher Designation Code/Type of Microform Code
dc	per double-sided card; e.g., $.75dc/PD Code/T of M Code
f	per fiche; e.g., $1.25 f/PD Code/T of M Code
r	per reel; e.g., $1.05 r/PD Code/T of M Code
t	per title (of a collection); e.g., $2.00 t/PD Code/T of M Code
v	per volume; e.g., $3.00 v/PD Code/ Type of M Code
y	per year; e.g., $4.00 y/PD Code/T of M Code

Publishers: are designated by code and can be located in the Publishers Directory. This directory is comprised of two sections: 1) an alphabetical listing by company name, and 2) an alphabetical listing by code designation. In order to identify the publisher when consulting a specific author-title listing, the user must refer the publisher code designation (printed in upper case letters between the price and the type of microform) to the appropriate section of the Publishers Directory.

Type of Microform: The numerical code designation for the type of microform in which a title is presently available is entered after the Publisher Designation Code. If a title is currently available in more than one type of microform, the appropriate code numbers are listed in sequence. The coding for the type of microform is as follows:

✓ 1 reel microfilm; 35mm. [See also no. 13 & 14]
✓ 2 micro-opaque cards; 75 x 125mm. (3 x 5")
✓ 3 micro-opaque cards; 6 x 9"
4 micro-opaque cards; 5 x 8"
✓ 5 reel microfilm; 16mm. [See also no. 6]
? 6 reel microfilm; 16mm. (cartridge or cassette)
✓ 7 microfiche; 75 x 125mm. (3 x 5")
8 microfiche; 9 x 12 cm.
✓ 9 microfiche; 105 x 148mm. (4 x 6")
10 micro-opaque cards; 105 x 148mm. (4 x 6")
✓ 11 shelf microfiche, case bound volume with full size front and end matter, including index; text on 4 x 6" pocket-held microfiche
12 ultramicrofiche; 4 x 6", 2500 or 3200 pages per fiche
13 reel microfilm; 35mm. (cartridge or cassette)
✓ 14 reel microfilm; 35mm. in color
? 15 color microfiche; 105 x 148mm. (4 x 6")
16 other; description necessary

#2 'microcard'
#3 called "microprint"
#9 "microfiche"

#7. "ultrafiche" 3x5, 440 frames

2. Unless automated, the microfiche file is difficult to maintain: however, automated files are limited in storage capacity.
3. The larger the file, the more difficult it is to locate specific fiche.
4. The file must be serviced by library personnel to insure a maximum amount of file integrity.
5. Misfiled fiche are difficult to recover.
6. Fiche are very susceptible to theft and souveniring.
7. The configurations of the images on present day fiche (left to right, left to right, etc.) cause needless shuffling back and forth to obtain the correct image.
8. There is a loss of detail (resolution) when making fiche to fiche copies of microfiche in jackets.
9. It is difficult to keep the initial fiche and trailer fiche together unless envelopes are used.

MICRO-OPAQUES: There are several sizes which are identified by their trade names: (1) The Microcard in 3×5" and 4×6" sizes; (2) The Microprint which measures 6×9"; (3) The Microlex which is 6-1/2×8-1/2", and (4) The Mini-Print at 6×9".

Advantages:

1. Opaques offer a unit record approach, use of one opaque does not tie up other documents.
2. Unless automated, the micro-opaque file is difficult to maintain.
3. The larger the file, the more difficult it is to locate specific opaques.
4. The file must be serviced by library personnel to insure a maximum amount of file integrity.
5. Misfiled opaques are difficult to recover.
6. They are susceptible to theft and souveniring.
7. The configurations of the images on present day opaques (left to right, left to right, etc.) causes needless shuffling back and forth.
8. There is a very limited selection of readers (only one for 6×9" micro-opaques)
9. Opaque to opaque copies cannot be made.
10. Opaques are limited to the lower reduction ratios.
11. There is only one hard copy printer for printing copies of micro-opaques.

APERTURE CARDS: This format offers standardization, since it evolves around the standard tab card (3-1/4×7-3/8") which is used by many companies for data processing. This card has a slot in it in which a micro image is placed. It is usually one frame of a 35mm microfilm, although larger sizes (70mm) have been used in a few instances. The tab card, itself, is usually coded to facilitate retrieval and/or lend itself to topical searches.

lithe 13m185.

Advantages:

1. Aperture cards offer a unit record approach, use of one aperture card does not tie up other documents.
2. Secondary distribution is economical.
3. Eye-readable headings (to some extent) identify individual cards.
4. Documents are easily updated and revised.
5. Aperture cards are easy and economical to mail, and special packing is not needed.
6. The file is machine searchable, although as the size of the file increases, so does the search time.
7. Film to film copies are economical.
8. The image size is ideal for large materials such as engineering drawings.
9. A variety of economical aperture-card readers are available.
10. Hard copy prints are commonly available on reader-printers now in use in many libraries.

Disadvantages:

1. The coded master is somewhat costly to produce.
2. They have low storage density (maximum of 8 images per unit).
3. Their basic use is for engineering drawings, and not for the wide variety of material in libraries.
4. The file is inoperative when the equipment is not functioning.
5. Unless automated, the file is difficult to maintain.
6. The equipment to run the automated file is costly.

OTHER FORMATS: There are several other formats that microforms come in such as film chips, film strips, etc., but which evolve around systems that have been specifically built to handle that form and that form alone. Their lack of flexibility in the utilization of any other type of microform is a severe limitation. Although their data bases can be totally automated, they are more suited to the needs of smaller collections, and as a consequence it is unnecessary to discuss them here.

Appendix A-2